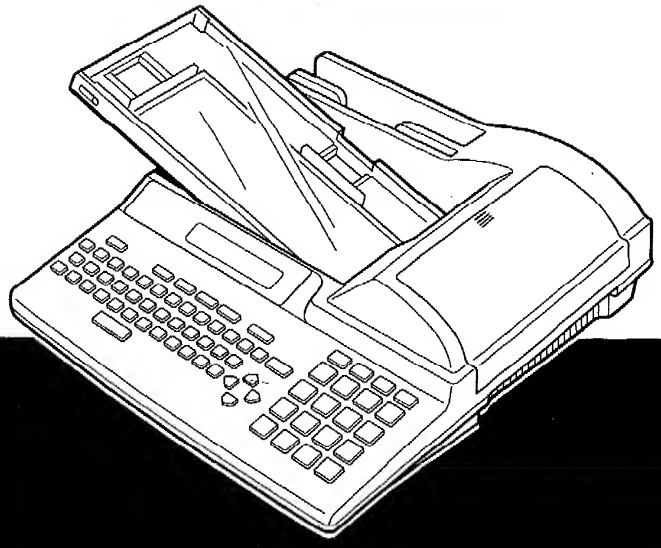
Check Writer

Electronic Checking System

USER'S GUIDE FOR CW-600/1000



brother®

Congratulations!

Thank you for choosing Brother's CheckWriter! This machine is designed to deliver years of reliable operation. Please read this manual carefully and keep it in a safe place for future reference. We recommend that you write the unit's model number and serial number in the blank spaces below. These numbers can be found on the back side of the CheckWriter.

MODEL No.:	SERIAL No.:

FCC NOTICE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

— Reorient or relocate the receiving antenna.
— Increase the separation between the equipment and receiver.
— Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
— Consult the dealer or an experienced radio/TV technician for help.

This equipment has been certified to comply with FCC standards, which are applied to the U.S.A. only.

Changes or modifications not expressly approved by Brother International Corp. could void the user's authority to operate the equipment.

⚠ ***Warning:***

The ⚠ symbol in front of titles are used to draw the user's attention to avoid any risk of injury, death or damage to his property.

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ACCESSORY ORDER FORM

About This Manual

Although the CheckWriter is easy to use, we suggest that you read this manual carefully before starting. The manual consists of the following basic section:

Understanding Your Machine

Shows you where various things are located on your unit, overviews some of the machine's capabilities and gives some important precautions.

Before You Start: Preparing Your Machine

Explains some physical machine preparation required before using the unit.

Printing Your First Check: A Practice Session

Leads you through the printing of a check, to help you learn basic operation and to verify that the unit is working property.

The next sections walk you through the detailed setup of your personal information, and give you detailed explanations of all the CheckWriter's features.

Personalizing Your CheckWriter: Setup

Handling Your Transactions

Printing & Other Functions

Using the Calculator

You should read the brief "Before You Start" section and prepare your machine before using the unit. If this is your first time using the machine, we suggest you work through the exercises in "Printing Your First Check".
When you are ready to start using the CheckWriter for your actual checking activities, review the "Personalizing Your CheckWriter" section carefully. When you have detailed questions about specific operations and features, the remaining sections will provide the answers.

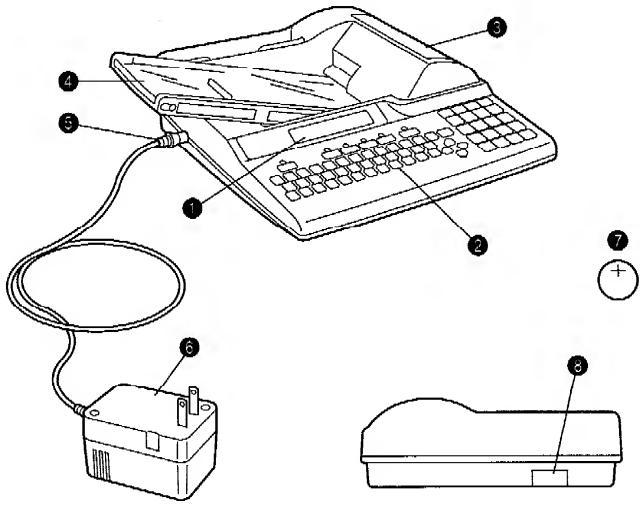
Good luck! We hope you enjoy using your CheckWriter.

Chapter 1

Understanding Your Machine

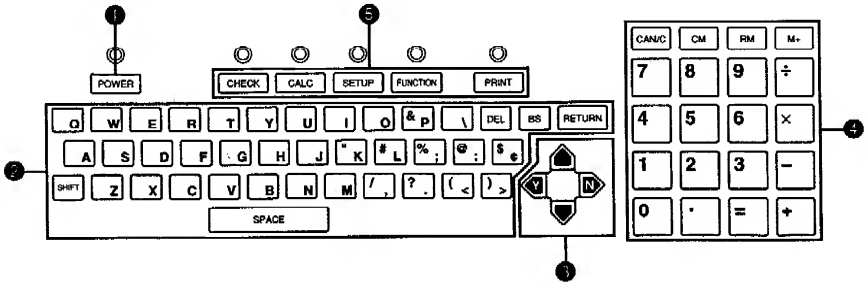
Machine Diagrams

Features



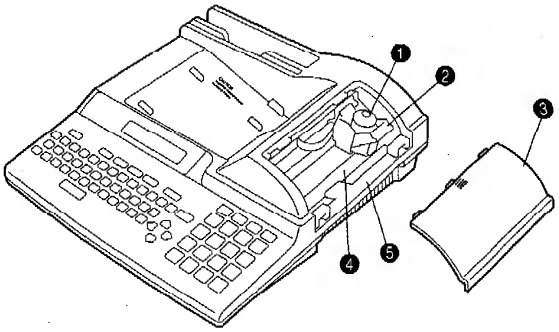
❶	**LCD display**	Displays data and messages
❷	**Keyboard**	Character and function keys, numeric keypad.
❸	**Print unit compartment**	Contains the printing head/ink-jet cartridge.
❹	**Paper cassette**	Accepts checks and special report-size paper. Must be removed when feeding mailing labels.
❺	**AC adapter connector**	Connect the AC adapter cord here.
❻	**AC adapter**	Plug into an AC outlet and connect to the AC adapter connector.
❼	**Lithium battery (CR2032)**	Protects the memory when the power is off.
❽	**Lithium battery compartment**	Insert the memory backup lithium battery here.

Keyboard



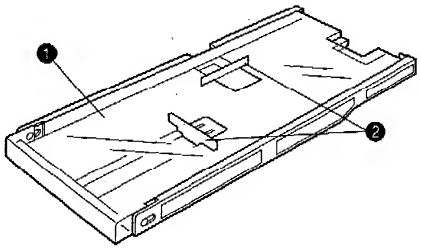
❶	**Power switch**	Pressing once turns the power on. Pressing again turns it off.
❷	**Character keys**	Used to input data. Keys with two indications can be shifted.
❸	**Cursor keys**	Used to move from one display to the next/previous one, or to move laterally on a data input field.
❹	**Numeric keypad**	Used to enter numbers and to perform arithmetic in the Calculator mode.
❺	**Function keys**	Used to select the main modes of the Check-Writer. The LED above the key lights while the mode is activated.

Print unit



❶	**Print head/ink cartridge**	Can print about 500,000 characters (light mode) or 160,000 characters (normal mode). The print head is integrated to the ink-jet cartridge.
❷	**Cartridge lever**	Used to lock/release the cartridge.
❸	**Print unit compartment cover**	Protects the print unit. Open to change the cartridge, clean the head or extract jammed paper.
❹	**Platen**	Clean the platen when it is stained with ink.
❺	**Paper exit slot**	Printed paper is ejected from this slot.

Paper cassette



❶	**Paper cassette cover**	Open this cover to set paper.
❷	**Paper guides**	Adjust the guides to match paper size.

What Your CheckWriter Can Do for You

Account Tracking

The CheckWriter allows you to track the balance of up to two bank accounts. The access to the account data can be protected by one or two different passwords.
The CheckWriter maintains two different balances: a running balance and a reconciled balance.

Running balance: The running balance is updated each time you enter a transaction. The running balance is temporary. After you enter a transaction, you can still edit the amount of the check or even void the check.

Reconciled balance: After you issue a check, the beneficiary gets paid and the bank sends you a statement. You use the bank statement to reconcile the check, that is, to confirm that the transaction actually took place. This operation updates the real, reconciled balance on your account.

Printing Functions

The built-in ink-jet printer allows for quiet, clear printing of checks, transaction summaries, several kinds of lists, and mailing labels.
Both personal and business size checks can be printed.
When printing a check, the CheckWriter automatically and accurately generates the amount in words for you.

Transaction Management

Up to 1000 transactions (CW-1000) or 600 transactions (CW-600) can be retained in memory. The transactions include payments by checks or other means, withdrawals and deposits.
Your CheckWriter makes it easy to search for any past transaction or to print transaction summaries.

Searching: The search function allows you to quickly scan your data for records that match a given criterion. For example, you can search for all checks used for the category HOBBY, or for all checks that have been reconciled. The result of the search can be either displayed sequentially or printed as a list on special report-size paper.

Printing reports: Several kinds of reports (transaction summary) can be automatically printed. Reports can be sorted by transaction, type, chronological order, payee, category, etc.

Financial Calculations (CW-1000 only)

The CheckWriter can automatically calculate the monthly repayments of a loan or the growth of capital invested. The result can be printed.

Calculator

A calculator function, available at any moment (except when you are typing data) allows you to quickly carry out simple arithmetic.

Database

The CheckWriter is designed to minimize the amount of typing when you register a transaction. When you register a check, for example, the check number and the current date automatically appear on the screen. You have to retype only if you want to change the preset data. Also, you do not have to type the name of the payee (beneficiary) or the category in which the expense fits. These are selected from a preset list of payees and categories.

List of payees: You can enter up to 80 (CW-1000) or 60 (CW-600) payee names.

List of categories: TheCheckWriter comes with a preset list of common categories and provides space in memory for additional, user-editable categories.

Important Notice

Brother International Corp. strongly recommends that you keep a separate written record of all your important data, so that you will have a permanent record in the event of any unexpected memory loss.

Data may be lost or altered in virtually any electronic memory product under certain circumstances.

Brother International Corp. assumes no responsibility for data lost or otherwise rendered unusable for any reason, including without limitation, defect, repair, improper use, battery replacement, use after the battery life has expired, or any other reason.

Brother International Corp. assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use, loss or misuse of this product.

Important Keys

Up/Down Cursor Keys ▲ ▼

These keys are used to move to the previous or next item of a menu. When the symbol ▲ appears at the right of the screen, you know you can use ▲; when the symbol ▼ appears, you know you can use ▼. After moving to the previous item using ▲, you can edit the data entered for that item and press RETURN to enter it.

Left/Right Cursor Keys ◄ ►

When you are typing data, these keys move the cursor to a new location within the input field. After moving the cursor, you can retype. Everything you retype overwrites the old data.

These keys are also used to select between Y (yes) or N (no) on confirmation prompts.

Cancel Key CAN/C

This key is used to move back one level in a menu hierarchy. For example, when you press CHECK to start using a check function, you can select items such as PAYMENT, DEPOSIT, RECON, etc. After selecting PAYMENT, move one level down in the menu hierarchy and select items such as CHECK, ATM, etc. Pressing CAN/C moves back to the previous level and allows you to select DEPOSIT, RECON, etc. If you have typed or selected some data before pressing CAN/C, you will be asked for confirmation. In the Calculator mode, CAN/C is used to clear.

Function Keys CHECK CALC SETUP FUNCTION PRINT

The function keys are used to select a mode. When a mode is selected, the LED of the function key lights. Press the same key to exit the mode (a message will ask you to type Y to confirm that you want to exit, or N if you change your mind). If you have entered data in that mode, but have not yet confirmed the entry, you will be asked for confirmation.

You can press CALC while using another mode. The LED of that key will light together with the LED of the mode you were using. Press the CALC key to exit the Calculator mode and return to the mode you were using.

Correction Keys BS DEL

These keys are used to delete text. BS deletes the character to the left of the cursor and DEL deletes the character at the cursor position.

Precautions

Although your CheckWriter is ruggedly constructed, it should not be exposed to extreme conditions. To ensure many years of safe and reliable operation, please follow these recommendations:

⚠ *Warning:*

1. *To reduce the risk of electric shock, do not attempt to disassemble the unit. There are no user-serviceable parts inside. Some components inside the unit use high voltages that can be of sufficient magnitude to constitute a risk of electric shock to persons. Any servicing should be referred to qualified service personnel.*
2. *In case of malfunction, overheating, or other problems, immediately disconnect the AC adapter and consult your dealer.*
3. *Do not use an AC adapter other than the AC adapter supplied with the unit.*
4. *Do not tug on the power cord. To disconnect, be sure to always grasp the plug itself.*
5. *Avoid dropping the unit.*
6. *Avoid direct exposure to sunlight and other sources of heat.*
7. *Avoid spills. If any liquid enters the unit, immediately disconnect the AC adapter and consult your dealer.*
8. *Avoid locations subject to excessive moisture or dust.*
10. *Disconnect the AC adapter during thunderstorms.*
11. *Do not place heavy objects on the keyboard.*

⚠ *Caution:*

1. *Be sure to use the* POWER *key to switch the power off. Switching the power off by disconnecting the AC adapter or the DC in jack can cause data loss. Never switch the power off while printing.*
2. *To avoid interference, do not place the unit too close to a radio receiver or television.*
3. *Clean with a soft, dry cloth only. Avoid using chemicals, solvents and detergents.*

1

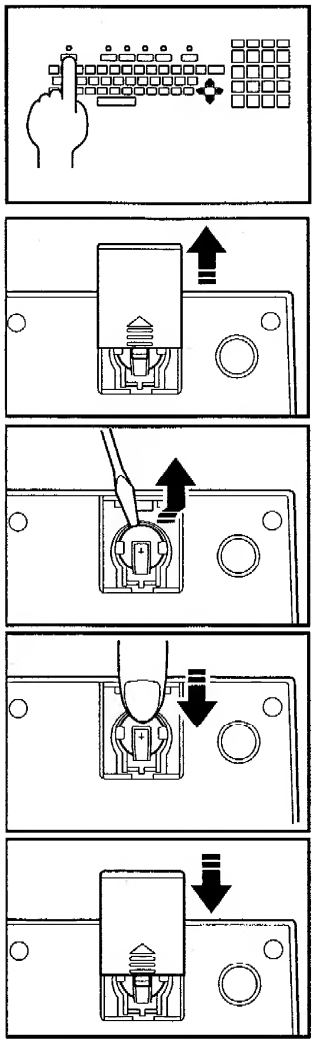
Understanding Your Machine

Chapter 2

Before You Start: Preparing Your Machine

Installing the Battery

The small lithium battery that comes with the unit should be inserted into the compartment on the bottom of the machine. This battery retains memory and powers the clock functions when the power switch is turned off. The battery will last for about one year.



1. **Plug the AC adapter box into the wall outlet and plug the adapter's round connector into the CheckWriter.**
2. **Press POWER to switch the power on.**
3. **Open the battery compartment cover located on the back, left-hand side of the machine.**
4. **If you are removing an old battery, use a pencil or a small screwdriver to extract it.**
5. **Insert the new battery with the positive terminal (+) facing outside. Slide the battery into the holder and push it in.**
6. **Close the cover.**

The battery will last for about one year. When the lithium battery becomes low, the power LED will flash on and off every half second and the following message will alternate with the current display:

```
-- WARNING !! --
BATTERY NEAR EMPTY
```

When this message appears, you should immediately change the lithium battery. If you do not do so, there is a risk that your data will be deleted from the memory. Purchase a new battery of the same type (CR2032). Make sure that the power is on, and remove the old lithium battery. Insert the new battery as explained on the previous page.

```
-- ALARM !! --
BATTERY EMPTY
```

If this message appears, proceed urgently as explained above.
After replacing the lithium battery, turn the power off, then on again and confirm that the battery warning or alarm message does not appear.

⚠ ***Warning:***

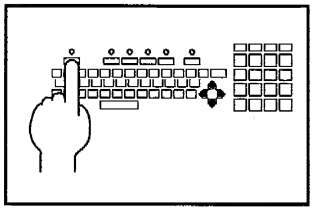
1. ***Some danger of explosion exists if the lithium battery is incorrectly replaced. Replace only with a battery of the same type (CR2032) or equivalent.***
2. ***Keep lithium batteries away from children.***
3. ***Never throw a lithium battery in fire. Be sure to dispose of used lithium batteries according to the manufacturer's instructions and local requirements.***

⚠ ***Caution:***

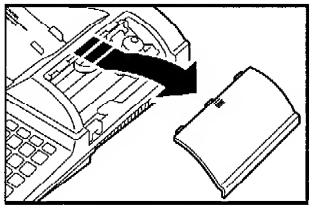
1. ***This battery is not for using your unit without the AC power adapter.***
2. ***When installing a new lithium battery, make sure that the power is on. Installing a new lithium battery while the power is off may cause malfunction when you turn the power on. Making sure that the power is on when you replace the lithium battery also prevents data in the memory from being erased.***
3. ***If the machine is left unattended for a long period, the lithium battery will discharge, and there is a risk of data loss. To prevent this, change the lithium battery at least once a year.***

Installing the Ink-Jet Cartridge

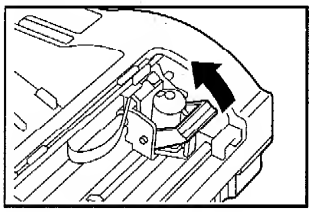
Your machine uses a replaceable ink-jet cartridge that contains both the print head and ink. Be sure to read the precautions below and follow the procedure described next to install / replace the cartridge.



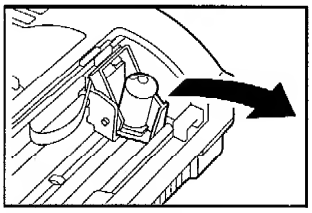
1. **If the power is on, turn it off by pressing POWER.**



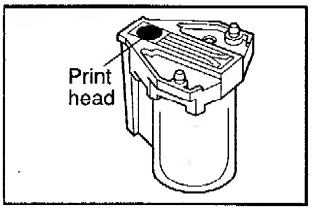
2. **Remove the print unit compartment cover on the right side of the CheckWriter.**



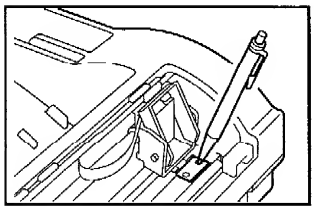
3. **Push the cartridge lever upward until it clicks.**



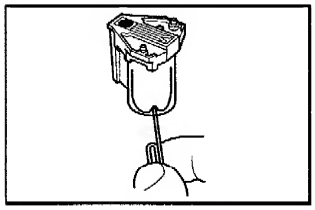
4. **Remove the old ink-jet cartridge. Discard the cartridge immediately.**
   To avoid getting ink on your hands, hold the cartridge correctly using the plastic area designed for handling.



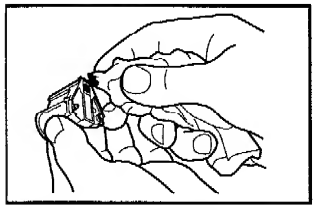
5. **Tear open the ink-jet cartridge package and extract the new cartridge and the new felt pad. Read the instruction sheet. Follow the directions on the instruction sheet to prepare the cartridge for installation into the machine.**



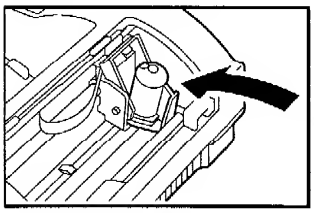
6. Use a pencil or a paper clip to remove the old felt pad and insert the new one.



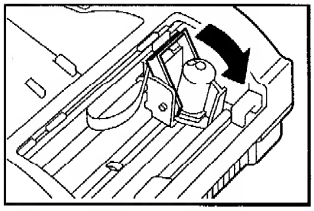
7. To prime the cartridge, push the bladder with a paper clip until ink fully coats the silver plate.



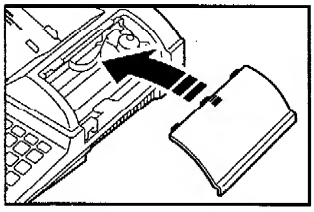
8. Allow the ink to be absorbed back into the cartridge and wipe excess with dry tissue.



9. Slip the new cartridge into place. There are two notches on the head. Use them to align the cartridge correctly.



10. Pull the cartridge lever downward until it clicks and locks.
You will not be able to print if the cartridge lever is not correctly locked.



11. Replace the print unit compartment cover.

⚠ *Warning:*

Keep used and new cartridges out of reach of children.

⚠ *Caution:*

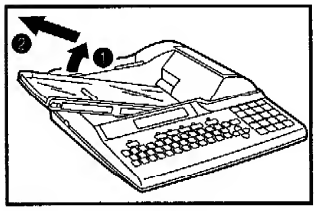
1. *To prevent a cartridge from drying out, never open its sealed pack until you are ready to install the cartridge.*
2. *Install the cartridge immediately after opening its package. If you set it aside for an extended period, the head of the cartridge may dry up.*
3. *The head of the cartridge contains wet ink. Never touch the head of the cartridge, and never let it touch any other surface.*
4. *To prevent leakage from the print head, do not shake the cartridge after it has been removed from its pack.*
5. *We recommend that you use cartridges within one year of installation to assure high print quality.*
6. *Do not expose cartridges to direct sunlight. Use them at temperatures between 5 and 35°C (41 ~ 95°F). Store them in their original package at temperatures between –10 and 35°C (14 ~ 95°F).*
7. *Use only the recommended type of ink-jet cartridge (IN-60)*

Loading the Paper Cassette

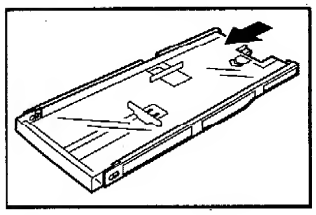
The paper cassette accepts blank checks and special report-size paper.
Mailing labels must be fed manually.

Setting Up Report or Check Paper

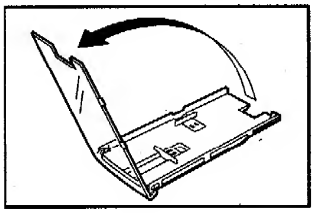
The cover of the paper cassette has vertical and horizontal rulers to help you set up the printing position for the different items of a check.
Two paper guides inside the paper cassette can be adjusted to match the paper size.



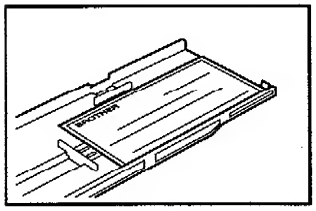
1. **First lift the paper cassette up, then pull it out as illustrated.**



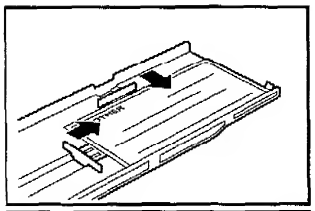
2. **Slide the paper cassette cover as illustrated to unlock it.**



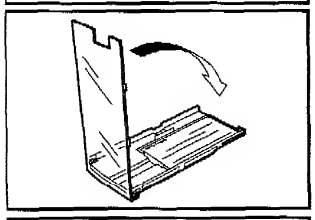
3. **Lift the paper cassette cover until it stops.**



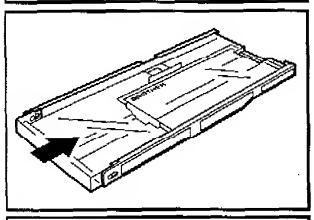
4. **Insert checks or report paper sheets. Do not exceed 25 sheets.**
   Important: Checks must be stacked in the order of their numbers, the smaller number on top.



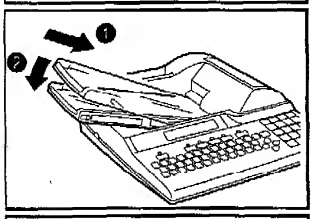
5. **Adjust the paper guide to match the size of the paper.**



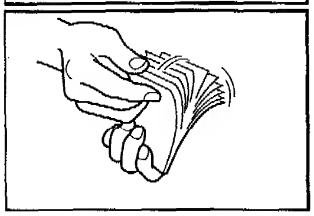
6. **Close the cover.**



7. **Slide the cover as shown to lock it.**



8. **Push the cassette back into the unit until it stops.**



Note:
Make sure to fan the checks or report forms before loading them in the paper cassette. Fanning will help feed those papers smoothly into the CheckWriter.

To Avoid Problems while Printing

1. *Do not mix paper sheets of different sizes or types in the cassette.*
2. *Use only paper of size, thickness and quality recommended on page 118.*
3. *Do not insert damaged sheets.*
4. *Never insert more than 25 sheets in the cassette.*
5. *Keep away objects that could obstruct the paper exit slot.*
6. *Take away the paper sheets one by one after they exit the unit.*
7. *Never remove the cassette while printing.*

Chapter 3

Printing Your First Check: A Practice Session

Printing Your First Check: A Practice Session

During this tutorial section, follow the process step by step. It is a starting tutorial to help familiarize you with the CheckWriter.

Together, we will perform the following operations:

1- Reset the CheckWriter.
2- Set up Account I Information (Account name, password).
3- Set up the date and time.
4- Set up payee names.
5- Make a deposit.
6- Issue a check, and print it.
7- Reset the CheckWriter again.

When done, you will have received an overview of several operations and will have confirmed that your CheckWriter is functioning properly.

1- Reset the CheckWriter.

1. **Hold down the SHIFT and CAN/C keys and press POWER to switch the power on. One of these screens appears:**

```
= CW-1000 =
RESET ALL?(Y/N)
```

```
= CW-600 =
RESET ALL?(Y/N)
```

2. **Type Y and press RETURN. One of these screens appears:**

```
= CW-1000 =
RESETTING
```

```
= CW-600 =
RESETTING
```

2- Set up Account I Information.

1. Press the SETUP function key.

```
[SETUP]
 ACCOUNT:  I/II
```

2. Make sure the cursor is blinking on ACCOUNT I and press RETURN.

```
[SETUP]
 1:PAYEE                ▼
```

3. Scroll down using the down arrow key ▼ to the 2nd selection of the menu, which is 2:ACCOUNT.

```
[SETUP]                 ▲
 2:ACCOUNT              ▼
```

4. Press RETURN.

```
[ACCOUNT (I)]
  NAME:
```

5. Type the name of the account. Example: FIRST.

```
[ACCOUNT (I)]
  NAME:FIRST
```

6. Press RETURN to display the password input screen.

```
[ACCOUNT (I)]
  PASSWORD:
```

7. Type the password. Example: PASS1.

```
[ACCOUNT (I)]
  PASSWORD:PASS1
```

8. Press RETURN to display the reconciled balance input screen. It is preset at $0.00.

```
 BALANCE(RECON.):  I
      $0.00
```

9. Keep the balance as it is and press RETURN. The confirmation screen appears for you to confirm that all information you have entered is correct.

```
[ACCOUNT (I)]
   CONFIRMED? (Y/N)
```

10. Type Y and press RETURN to confirm. Now, you are back to the [SETUP] area. Next we will set up the Date and Time.

```
[SETUP]                 ▲
 2:ACCOUNT              ▼
```

3- Set Up the Date and Time.

1. During the SETUP mode, scroll down using the down arrow key (▼) to the 6th selection (6:CALENDAR).

```
[SETUP]                ▲
 6:CALENDAR            ▼
```

2. Press (RETURN) to display the date input screen.
   Type in today's date.
   Example: type 06 for the month
   type 15 for the day
   type 95 for the year
   Press (RETURN).

```
[CALENDAR]            ▼▲
  DATE:06/15/95[MON]
```

3. Use (▼) and (▲) to select the day of the week (e.g. "THU").

```
[CALENDAR]            ▼▲
  DATE:06/15/95[THU]
```

4. Press (RETURN) to display the time input screen.
   Type in the time.
   Example: type 09 for the hour
   type 15 for the minutes
   Press (RETURN).

```
[CALENDAR]
  TIME:09:15 [AM/PM]
```

5. Use (◄) and (►) to select AM or PM and press (RETURN). You are now back to the [SETUP] area. Next we will set up payee names.

```
[SETUP]                ▲
 6:CALENDAR            ▼
```

4- Set Up Payee Names.

1. During the SETUP mode, scroll up using the up arrow key (▲) to the first selection (1:PAYEE).

```
[SETUP]
 1:PAYEE               ▼
```

2. Press (RETURN) to display the payee number. Do not change the number "00".

```
[PAYEE]
 No. :00
```

3

Printing Your First Check: A Practice Session

3. Press RETURN to start entering the data for the first payee.

```
[PAYEE(00)]
 NAME: ▒
```

4. Type in the following information, and press RETURN after typing each piece of data:

NAME:	JOSEPH BROWN
TITLE:	MANAGER
COMPANY:	ABC COMPANY
ADDRESS1:	127 MOUNTAIN AVENUE
ADDRESS2:	(blank, just press RETURN)
CITY:	ANYCITY
STATE:	CA
ZIP:	04004
TEL No.:	333-555-3202

```
[PAYEE(00)]
 NAME: JOSEPH BROWN▒
```

```
[PAYEE(00)]
 TITLE: MANAGER▒
```

•
•
•

5. When you press RETURN after typing the telephone number, this confirmation screen appears:

```
[PAYEE(00)]
  CONFIRMED? (Y/N)
```

6. Type Y and press RETURN to confirm. The CheckWriter automatically displays the number for the next payee.

```
[PAYEE]
 No. :01
```

7. Press RETURN to start entering the data for the second payee.

```
[PAYEE(01)]
 NAME: ▒
```

8. Type in the following information, and press RETURN after typing each piece of data:

NAME:	NANCY CARTER
TITLE:	ATTORNEY AT LAW
COMPANY:	CARTER & CARTER
ADDRESS1:	600 PARK STREET
ADDRESS2:	(blank, just press RETURN)
CITY:	NEWTOWN
STATE:	N.J.
ZIP:	01001
TEL No.:	444-555-3203

```
[PAYEE(01)]
 NAME: NANCY CARTER▒
```

```
[PAYEE(01)]
 TITLE: RNEY AT LAW▒
```

•
•
•

9. When you press RETURN after typing the telephone number, this confirmation screen appears:

```
[PAYEE(01)]
  CONFIRMED? (Y/N)
```

10. Type Y and press RETURN to confirm. The CheckWriter automatically displays the number for the next payee.

```
[PAYEE]
 No. :02
```

11. Press SETUP to exit the SETUP mode. This screen now appears:

```
-- EXIT? --
              (Y/N)
```

12. Type Y and press RETURN. You are now returned to the screen showing the date and time.

```
 JUNE 15,1995 [THU]
    09:58:45 PM
```

Note that the time might be different depending upon how long it took to input the information.

5- Make a Deposit.

1. Press the CHECK mode key. The CheckWriter asks you to type your password:

```
 ENTER PASSWORD
       ■■■■■■■■
```

2. Type your password (in this example, your password is "PASS1").

```
 ENTER PASSWORD
       *****■■■
```

3. Press RETURN. The name of the account is displayed:

```
ACCOUNT[I]
                FIRST
```

4. Press the CHECK mode key again.

```
 1.PAYMENT
 2.DEPOSIT          ▼
```

5. Scroll down using the down arrow key ▼ to the 2nd selection of the menu, which is "2.DEPOSIT", and press RETURN. The date appears automatically:

```
[DEPOSIT/DATE]:
            06/15/95
```

6. Press RETURN to confirm the date. The amount input screen appears:

```
[DEPOSIT/AMOUNT]:
          $
```

7. We want to deposit $5,000.00. Type 5000.

```
[DEPOSIT/AMOUNT]:
         $5,000
```

8. Press RETURN to display the confirmation screen:

```
SURE?(Y/N)
          $5,000.00
```

9. Type Y and press RETURN to confirm. The next screen shows the balance:

```
 REMAINING BALANCE
          $5,000.00
```

10. Press RETURN. The [DEPOSIT/MEMO] screen appears. Type MY FIRST DEPOSIT.

```
[DEPOSIT/MEMO]:
    MY FIRST DEPOSIT
```

11. Press RETURN to enter the comment. All the data for the deposit had been entered and the CheckWriter asks you to confirm.

```
06/15/95 $5,000.00
   CONFIRMED? (Y/N)
```

12. Type Y and press RETURN to confirm.

```
[DEPOSIT/DATE]:
          06/15/95
```

13. Press CAN/C to return to the CHECK menu.

```
2.DEPOSIT          ▲
3.RECON            ▼
```

6- Issue a Check, and Print it.

1. With the CHECK menu displayed, scroll up using the up arrow key ▲ to the first selection (1:PAYMENT).

```
1.PAYMENT
2.DEPOSIT          ▼
```

2. Press RETURN to display the PAYMENT screen.

```
[PAYMENT]
1:CHECK (CK)       ▼
```

3. Press RETURN to select 1:CHECK. The Check No. screen appears:

```
[CK/CHECK No.]:
            # 00000
```

4. Type 100 for the check number and press RETURN. The payee list screen appears:

```
[CK/PAYEE]:        ▲▼
        JOSEPH BROWN
```

5. Press RETURN to select JOSEPH BROWN. *The date screen appears:*

```
[CK/DATE]:
          06/15/95
```

6. Press RETURN. The TAX RELATED screen appears for tax deduction categorization:

```
[CK/TAX RELATED]:
            Y / N
```

7. The cursor is blinking at N, meaning NO. Press RETURN. The CATEGORY screen appears:

```
[CK/CATEGORY]:     ▲▼
          AUTO(FUEL)
```

8. Scroll down using the down arrow key ▼ to EXPENSE (OTHER).

```
[CK/CATEGORY]:     ▲▼
     EXPENSE (OTHER)
```

9. Press RETURN to display the AMOUNT screen:

```
[CK/AMOUNT]:
      $
```

10. Type 1500.

```
[CK/AMOUNT]:
      $1,500
```

11. Press RETURN. (Since the amount is higher than $1,000, a confirmation screen appears.)

```
SURE? (Y/N)
          $1,500.00
```

12. Type Y and press RETURN to display the balance.

```
REMAINING BALANCE
          $3,500.00
```

13. Press RETURN. The MEMO screen appears:

```
[CK/MEMO]:
```

14. Type MY FIRST CHECK.

```
[CK/MEMO]:
    MY FIRST CHECK
```

15. Press RETURN.

```
#00100  $1,500.00
  CONFIRMED? (Y/N)
```

16. Type Y and press RETURN to confirm. The PRINT OUT screen appears asking you if you wish to print the check:
Before you press Y, make sure that you have loaded some checks in the paper cassette. The CheckWriter will not print if the cassette is empty.

```
#00100  $1,500.00
  PRINT OUT? (Y/N)
```

17. **After loading some checks, type Y and press (RETURN). During printing, PRINTING appears on screen. Then when printing is done, the screen appears as follows:**

```
#00100
  PRINT COMPLETED
```

18. **Press (CHECK) to exit the check mode. Type Y and press (RETURN) to confirm that you want to exit.**

```
-- EXIT? --
            (Y/N)
```

```
ACCOUNT[I]
              FIRST
```

19. **Press (CAN/C) to return to the Date/Time screen.**

```
JUNE 15,1995 [THU]
   10:12:45 PM
```

7- Reset the CheckWriter Again.

After you have successfully completed this exercise, reset the CheckWriter as you did in part 1.

All the information related to this exercise will be deleted except for the date and time. You may enter the correct date and time as you set up your own account information.

3

Printing Your First Check: A Practice Session

Chapter 4

Personalizing Your CheckWriter: Setup

What Needs to be Done

The following steps must be done before your first real session with your CheckWriter. Other setup options exist, but can be done at any time.

1. **After turning the power on, check that the date and time are correct. If necessary, set the date and time.**
   See "Setting the Date and Time" on page 40.

2. **Set up at least one account.**
   See "Setting Up Your Account" on page 33.

3. **Set up your personal list(s) of payees (or at least one payee).**
   See "Entering Your Payees" on page 30.

4. **Set up the print positions for the checks for your accounts.**
   See "Setting Your Print Format" on page 36.

Selecting an Item to Set Up

The following items can be set up:

- PAYEE.....a list of the beneficiaries of your payments
- ACCOUNT.....the data for up to 2 accounts
- CATEGORY .....a list of categories for your payments
- PRINT FORMAT.....print specifications for checks
- LCD CONTRAST.....the contrast of the display
- CALENDAR.....to set up the date and time
- AUTO POWER OFF....to enable/disable the auto power off function
- MEMORY .....to check the remaining amount of space in memory
- MEMORY CLEAR .....to clear data on the selected account

Note: to exit the SETUP mode, press (SETUP).

1. **Press (SETUP), select an account and press (RETURN).**
   Type your password (if a password has been set) and press (RETURN) again.
2. **Use (▼) and (▲) to display the desired item.**
   You can also type the number for the operation (1 for PAYEE, 2 for ACCOUNT, etc.) to scan faster.
3. **Press (RETURN) when the cursor is located on the desired operation.**

```
[SETUP]
 1:PAYEE                ▼
```
→ page 30

```
[SETUP]                 ▲
 2:ACCOUNT              ▼
```
→ page 33

```
[SETUP]                 ▲
 3:CATEGORY             ▼
```
→ page 35

```
[SETUP]                 ▲
 4:PRINT FORMAT         ▼
```
→ page 36

```
[SETUP]                 ▲
 5:LCD CONTRAST         ▼
```
→ page 39

```
[SETUP]                 ▲
 6:CALENDAR             ▼
```
→ page 40

```
[SETUP]                 ▲
 7:AUTO POWER OFF       ▼
```
→ page 41

```
[SETUP]                 ▲
 8:MEMORY               ▼
```
→ page 42

```
[SETUP]                 ▲
 9:MEMORY CLEAR
```
→ page 43

Entering Your Payees

The list of payees can include a total of 80 entries (CW-1000) or 60 entries (CW-600). When writing a check, the list allows you to select the name of a payee instead of having to retype it again and again. When your CheckWriter is brand new, the list is empty. You do not need to enter all the data for 80 or 60 payees at once, but at least one payee must be in the list before he or she can be the beneficiary of a payment.
Each entry of the payee list contains the following items:

- No. .....the payee number (generated automatically)
- NAME .....the payee full name
- TITLE.....the payee title
- COMPANY .....the payee company
- ADDRESS1 .....the payee address
- ADDRESS2 .....the second part of the address, if necessary
- CITY .....the city
- STATE.....the state
- ZIP.....the zip code
- TEL No. .....the telephone number

1. **Press (SETUP), select PAYEE and press (RETURN).**

```
[PAYEE]
 No. :00
```

Refer to "Selecting an Item to Set Up" on page 29.

*The registration numbers must be in sequence, starting with **00**, up to **79** (CW-1000) or **59** (CW-600). When you enter the first payee data for an account, you can start by using **00**. When you have entered a few names, you will be able to use registration numbers from **00** to the number you have reached. The next registration number will be used for entering a new name; numbers between **00** and the number you have reached are used for editing data of an already registered payee (changing the address, for example).*

2. **The number that appears is the registration number for a new payee. If you want to enter a new payee, press (RETURN). If you want to edit an existing payee, type the payee's number and press (RETURN).**

The first display "PAYEE LIST FULL" appears when you have already registered 80 or 60 payees. Press (CAN/C) *to exit. Since you can register a maximum of 80 or 60 payees, the only way you can register a new payee is overwriting the data of a registered payee.*

```
=PAYEE LIST FULL=
PRESS ANY KEY
```

The second display appears when there is still room for an additional payee.

```
[PAYEE(xx)]
NAME: ▮
```

3. **If the payee is a company, type the company name and press** (RETURN).
   If the payee is an individual, type the name of the payee and press (RETURN).

```
[PAYEE(xx)]
TITLE: ▮
```

The name can include a total of 20 characters. The display will automatically scroll, if necessary. You can type a single space in the name (the space will not advance the cursor).

4. **If the payee is a company, press** (RETURN) **without typing anything.**
   If the payee is an individual, type the title of the payee and press (RETURN).

```
[PAYEE(xx)]
COMPANY: ▮
```

The title can include a total of 20 characters. The display will automatically scroll, if necessary.

5. **If the payee is a company, press** (RETURN) **without typing anything.**
   If the payee is an individual, input the company of the payee and press (RETURN).

```
[PAYEE(xx)]
ADDRESS1:▮
```

The name of the payee's company can include a total of 20 characters. The display will automatically scroll, if necessary.

6. **Type the address of the payee and press** (RETURN).

```
[PAYEE(xx)]
ADDRESS2:▮
```

The address of the payee can include a total of 20 characters. If the address is longer, split it into two parts (the second part will be entered below). The display will automatically scroll, if necessary.

7. **Type the second part of the address, if necessary, and press RETURN. Press RETURN without typing anything if the address fits in the 20 characters of ADDRESS1.**

```
[PAYEE(xx)]
    CITY:
```

The second part of the address can include a total of 20 characters. The display will automatically scroll, if necessary.

8. **Type the name of the city and press RETURN.**

```
[PAYEE(xx)]
   STATE:
```

The city name can include a total of 20 characters. The display will automatically scroll, if necessary.

9. **Type the abbreviation for the state and press RETURN.**

```
[PAYEE(xx)]
     ZIP:
```

The abbreviation for the state can include a total of 5 characters.

10. **Type the zip code and press RETURN.**

```
[PAYEE(xx)]
 TEL No:
```

The zip code can include a total of 10 characters.

11. **Type the telephone number and press RETURN.**

```
[PAYEE(xx)]
  CONFIRMED? (Y/N)
```

The telephone number can include a total of 20 characters.

12. **Type Y and press RETURN to register the data.**
Type N and press RETURN to abandon the data.

```
[PAYEE]
 No. :xx
```

13. **To exit, press CAN/C.**

```
[SETUP]
 1:PAYEE          ▼
```

Setting Up Your Account

Your CheckWriter can manage two different bank accounts. Each bank account can be protected by a different password. If you protect a bank account with a password, only you and other persons who know that password will have access to the information. If you do not protect a bank account with a password, anyone will be able to read and modify the information.

To set up an account, you must enter the following data:

- NAME .....a name for the account
- PASSWORD.....a password for the account
- BALANCE (RECON.) ..the reconciled balance on the account (originally set to $0.00; keep it as is)

1. **Press SETUP and select ACCOUNT. Refer to "Selecting an Item to Set Up" on page 29.**

```
[ACCOUNT (I)]
  NAME:
```

The first row of the above display indicates which account you are setting up.

2. **Type a name for the account and press RETURN.**

```
[ACCOUNT (I)]
  PASSWORD:
```

The account name can include a total of 20 characters. The display will automatically scroll, if necessary.

3. **If you want to protect the account, type a password and press RETURN. If a password is not necessary, press RETURN without typing anything.**

```
BALANCE (RECON.): I
      $0.00
```

The password can include a total of 8 characters.

4. **The reconciled balance has been set to $0.00. Keep it as is and press RETURN.**

```
[ACCOUNT (I)]
   CONFIRMED? (Y/N)
```

5 **Type Y and press RETURN to register the data.**
Type N and press RETURN to abandon the data.

```
[SETUP]          ▲
 2:ACCOUNT       ▼
```

```
[ACCOUNT (I)]
  NAME:
```

The first display appears when you confirm.

The second display appears when you abandon the data.

If You Forget Your Password

The CheckWriter has been designed to ensure complete secrecy of your data. There is no way to get access to data without knowing the password. If you forget your own password, the only thing you can do is reinitialize the account.
To do this, press SETUP and select the account you want to reinitialize. When you are asked to enter the password, press SHIFT + CM. This clears the old password **and all the data for that account.** (This function is available only when the password entry screen of the Setup mode is displayed.)

Note:
Even though no one can read your information without knowing the password, anyone who has read this manual will be able to destroy the data. So, it is a good idea to restrict access to this manual.

Deciding Categories

Your CheckWriter comes with 50 preset categories and additional room for 20 user-defined categories.
The preset categories are:

A
- AUTO (FUEL)
- AUTO (LOAN)
- AUTO (SERVICE)

B
- BANK CHARGE
- BONUS

C
- CABLE TV
- CHARITY
- CHILDCARE
- CHRISTMAS
- CLOTHING
- COMMISSION
- CREDIT CARD

D
- DINING

E
- EDUCATION
- ENTERTAINMENT
- EXPENSE (OTHER)

G
- GIFTS (GIVEN)
- GIFTS (RECEIVED)
- GROCERIES

H
- HOME REPAIR
- HOUSEHOLD

I
- INCOME (DIVIDEND)
- INCOME (INTEREST)
- INCOME (OTHER)
- INSURANCE
- INTEREST PAID
- INVESTMENT (EXPENSE)
- INVESTMENT (INCOME)

M
- MEDICAL EXPENSE
- MISCELLANEOUS
- MORTGAGE

O
- OTHER

R
- RECREATION
- RENTAL
- REPAIRS

S
- SALARY
- SUBSCRIPTION
- SUPPLIES

T
- TAX
- TAX (FEDERAL)
- TAX (FICA)
- TAX (OTHER)
- TAX (PROPERTY)
- TAX (STATE)
- TELEPHONE
- TRAVEL

U
- UTILITIES
- UTILITIES (GAS/ELEC)
- UTILITIES (WATER)

V
- VACATION

1. **Press SETUP and select CATEGORY. Refer to "Selecting an Item to Set Up" on page 29.**

```
[CATEGORY]
  01:HOBBY          ▼
```

2. **Use ▼ and ▲ to display the desired category number.**

```
[CATEGORY]          ▲
  10:                ▼
```

Available numbers are from 01 through 20. If a category for the selected number has already been defined, it is displayed. If the category is still empty, you can type it in.

3. **Type a name for the selected category number and press RETURN. The next category number appears.**

```
[CATEGORY]          ▲
  11:                ▼
```

The category name can include a total of 10 characters.

4. **You can repeat the above steps to enter other categories or press CAN/C to exit.**

```
[SETUP]             ▲
 3:CATEGORY         ▼
```

Setting Your Print Format

Check formats do vary from bank to bank. If the preset print format does not match your check forms, you must enter the correct starting position of each item to be changed.
To set up a complete check printing format, you must enter data for the following items:

- PRINT POSITION.....the starting position of each item to be printed on the check
- PRINT CONTRAST .....the printing density (light or normal)
- FONT.....standard or italic characters

1. **Press (SETUP) and select PRINT FORMAT.**
   Refer to "Selecting an Item to Set Up" on page 29.

```
[PRINT FORMAT]
  1:PRINT POSITION ▼
```

→ page 36

2. **Use (▼) and (▲) to display the desired item.**

```
[PRINT FORMAT]      ▲
  2:PRINT CONTRAST ▼
```

→ page 38

3. **Press (RETURN).**

```
[PRINT FORMAT]      ▲
  3:FONT
```

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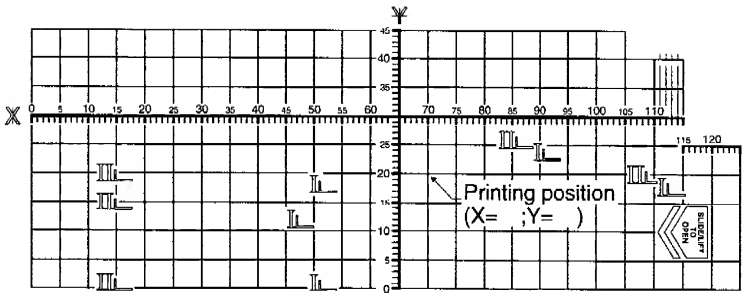
Print Position

You can change the print position of the following items:

- DATE.....the position for the date
- PAYEE.....the position for the payee name
- AMOUNT.....the position for the amount (numerals)
- SPELLOUT.....the position for the amount (in words)
- MEMO .....the position for the comment

A print position is defined by two coordinates (X and Y) as shown in the illustration below. The origin is at the lower-left corner of the cassette. To enter the coordinates for the position of an item, place an actual check in the cassette and use the marks on the paper guide to identify the printing position. The guide is marked in 1/16 inch units.



1. **Select PRINT POSITION (see page 36).**

```
[PRINT POSITION]
DATE:     X=091/Y=023
```

2. **Find the printing position of the date on the check and type in the readings for X and Y. Press (RETURN) to enter.**

```
[PRINT POSITION]
PAYEE:    X=051/Y=017
```

3. **Repeat step 2 for the position of the other items.**

```
[PRINT POSITION]
AMOUNT:   X=113/Y=017
```

```
[PRINT POSITION]
SPELLOUT:X=047/Y=011
```

```
[PRINT POSITION]
MEMO:   X=051/Y=000
```

```
[PRINT POSITION]
   CONFIRMED? (Y/N)
```

4. **Type Y and press (RETURN) to confirm, or type N and press (RETURN) to abandon.**

```
[PRINT FORMAT]
  1:PRINT POSITION ▼
```

```
[PRINT POSITION]
DATE:     X=091/Y=023
```

The first display appears when you confirm.

The second display appears when you abandon the data.

Print Contrast

You have a choice between:

- NORMAL .....for higher density printing
- LIGHT .....for lower density printing

1. **Select PRINT CONTRAST (see page 36).**

```
[PRINT CONTRAST]
 NORMAL / LIGHT
```

2. **Use ◀ and ▶ to select NORMAL or LIGHT and press RETURN.**

```
[PRINT FORMAT]
 1:PRINT POSITION ▼
```

NORMAL is the preset selection.

This setting applies to all the printed items of the checks and reports.

4

Font

You have a choice between:

- STANDARD.....for regular characters
- ITALIC .....for italic characters

1. **Select PRINT FONT (see page 36).**

```
[PRINT FONT]
 STANDARD / ITALIC
```

2. **Use ◀ and ▶ to select STANDARD or ITALIC and press RETURN.**

```
[PRINT FORMAT]
 1:PRINT POSITION ▼
```

This setting applies only to the printed items of the checks. Reports and mailing labels cannot be printed in italic.

Adjusting the LCD (display) Contrast

The preset contrast of the display should make it easy enough to read. If you want to try other settings, proceed as follows.

1. **Press (SETUP) and select LCD CONTRAST.**
   Refer to "Selecting an Item to Set Up" on page 29.

```
[LCD CONTRAST]
 -   ◀◀ ■■■ ▶▶    +
```

2. **Use (◀) to decrease the contrast, and (▶) to increase it.**

```
[LCD CONTRAST]
 -      ■■■ ▶▶▶▶   +
```

```
[LCD CONTRAST]
 -    ◀ ■■■ ▶▶▶    +
```

```
[LCD CONTRAST]
 -   ◀◀ ■■■ ▶▶     +
```

```
[LCD CONTRAST]
 -  ◀◀◀ ■■■ ▶      +
```

```
[LCD CONTRAST]
 - ◀◀◀◀ ■■■        +
```

Five contrast settings are available.

3. **Press (RETURN).**

```
[SETUP]              ▲
 5:LCD CONTRAST      ▼
```

Setting the Date and Time

If the time or date shown on the display just after the power is turned on is not correct, set the calendar as follows.

1. **Press SETUP and select CALENDAR. Refer to "Selecting an Item to Set Up" on page 29.**

```
[CALENDAR]
  DATE:07/15/95[MON]
```

2. **Type the month (e.g. "08").**

```
[CALENDAR]
  DATE:08/15/95[TUE]
```

3. **Type the day (e.g. "28").**

```
[CALENDAR]
  DATE:08/28/95[TUE]
```

4. **Press RETURN to keep the year unchanged.**

```
[CALENDAR]          ▼▲
  DATE:08/28/95[TUE]
```

5. **Use ▼ and ▲ to select the day of week (e.g. "MON") and press RETURN.**

```
[CALENDAR]
  TIME:09:15 [AM/PM]
```

6. **Type the hour (e.g. "08").**

```
[CALENDAR]
  TIME:08:15 [AM/PM]
```

7. **Type the minute (e.g. "30") and press RETURN.**

```
[CALENDAR]
  TIME:08:30 [AM/PM]
```

8. **Use ◀ and ▶ to select AM or PM and press RETURN.**

```
[SETUP]             ▲
 6:CALENDAR         ▼
```

Setting the Automatic Power Off Feature

The auto power off feature automatically switches the power off when the machine is left unattended for more than 10 minutes (no key input). You can enable or disable this feature.

1. **Press SETUP and select AUTO POWER OFF.**
   Refer to "Selecting an Item to Set Up" on page 29.
   The preset selection is "Disabled".

```
[AUTO POWER OFF]
  Disable/Enable
```

2. **Select the desired option and press RETURN.**

```
[SETUP]                ▲
 7:AUTO POWER OFF      ▼
```

Memory Maintenance

Checking the Memory

The following feature allows you to check the remaining free space in the memory.

1. **Press SETUP and select MEMORY. Refer to "Selecting an Item to Set Up" on page 29.**

```
[MEMORY] ■■■_______
 ( 350/1000 TOTAL)
```

```
[MEMORY] ■■■■■__
 (350/600  TOTAL)
```

```
[MEMORY] ■■■■■■■■■■
 (1000/1000 TOTAL)
```

```
[MEMORY] ■■■■■■■■■■
 (600/600  TOTAL)
```

Each ■ on the upper row of the display corresponds to about 10% of used memory. The second row indicates the number of records used for payment or deposit among a total available of 1000 (CW-1000) or 600 (CW-600).

Display 3 (CW-1000) or display 4 (CW-600) appears when the memory is full. When this happens, you have to delete old records to make room for new ones. See "Deleting Old Records" on page 70.

2. **Press RETURN to exit.**

```
[SETUP]          ▲
 8:MEMORY        ▼
```

Clearing the Memory

The functions described below allow you to clear data for the selected account. Actual deletion is delayed until you switch the power off and on again.

If you clear ALL DATA, the following will be destroyed:

- Account name
- Balance (running/reconciled)
- Payment data
- Deposit data
- Payee data
- Password

If you clear PAYMENT/DEPOSIT, the following will be destroyed:

- Balance (running/reconciled)
- All payment data
- All deposit data

1. **Press (SETUP), select an account number, then select MEMORY CLEAR. Refer to "Selecting an Item to Set Up" on page 29.**

```
[MEMORY CLEAR]
 1:ALL DATA          ▼
```

2. **Use (▼) and (▲) to display the desired operation (ALL DATA or PAYMENT/DEPOSIT) and press (RETURN).**

```
[MEMORY CLEAR]       ▲
 2:PAYMENT/DEPOSIT
```

3. **If you select ALL DATA:**

```
CLEAR ALL DATA
OF ACCOUNT[I]? (Y/N)
```

4. **Type Y and press (RETURN) to clear or type N and press (RETURN) to cancel.**

```
CLEARED ALL DATA
     OF ACCOUNT[I]
```

```
[MEMORY CLEAR]
 1:ALL DATA          ▼
```

The first display appears when you clear. Press any key to move to the second display.

The second display appears immediately when you cancel.

5. **If you select PAYMENT/DEPOSIT:**

```
PAYMENT & DEPOSIT
  CLEAR ALL? (Y/N)
```

6. **Type Y and press RETURN to clear or type N and press RETURN to cancel.**

```
CLEARED ALL DATA
 OF PAYMENT&DEPOSIT
```

```
[MEMORY CLEAR]
 1:ALL DATA        ▼
```

The first display appears when you clear. Press any key to move to the second display.

The second display appears immediately when you cancel.

7. **Press RETURN to exit.**

Resetting the System

To reset the machine to the original state it was when you purchased it, proceed as follows:

1. **Make sure the power is off.**

2. **Press SHIFT + CAN/C and keep these keys down while pressing POWER to switch the power on.**

```
 = CW-1000 =
RESET ALL?(Y/N)
```

3. **Type Y and press RETURN to reset all or press RETURN to cancel.**

```
 = CW-1000 =
 RESETTING
```

The above display appears while the system is resetting.

The first line of the displays shows the model name (CW-1000 or CW-600)

4. **The Date and Time will appear after the memory check message.**

```
MEMORY CHECK..
```

Resetting the system is necessary when the machine is transferred to another person, in order to clear all the data of the previous owner, or when a flat lithium has caused a data loss.

Note:
If you leave your CheckWriter for more than 10 minutes without the lithium battery, and with the power turned off, then after turning the power on, this message appears:

```
PLEASE
   SYSTEM RESET
```

Reset your CheckWriter as explained above.

Chapter 5

Handling Your Transactions

Entering Your Starting Balance

Before you start using the CheckWriter, you will need to properly set up your account. This makes sure that your CheckWriter is always in agreement with your bank statement.
Please read and follow these steps carefully:

1. **During the "Setup" of either Account I or II, your Balance (Recon.) is set to $0.00. Keep it as is and press the RETURN key.**
2. **Your first transaction must be a deposit. The amount of the deposit should be the same amount as your true current running balance. This current running balance is the amount currently recorded in your checkbook. You are now ready to use your CheckWriter on a regular basis.**

When you get your bank statement

When you start reconciling, some transactions will not have been entered in the CheckWriter, and should be ignored. (These include any deposits, withdrawals or checks made after your previous statement, but before you started using the CheckWriter).
Using the CheckWriter, reconcile only the transactions you have entered. The balance shown on your bank statement and your CheckWriter should be the same.
If the two balances do not match, you may have made a mistake before you started using the CheckWriter. Common mistakes include forgetting to enter transactions, not reconciling service charges, transposing numbers and mis-calculating. Check your previous transactions and previous balances using the calculator function.
You can also make an adjustment by depositing or withdrawing an amount so that the bank statement and your reconciled balance match.

Example Your own checkbook shows running balance: $9,000.00
Enter Reconciled balance: $0.00
Make first deposit: $9,000.00

Transactions should proceed as follows:

		Reconciled
(1- Deposit	$9,000.00	Yes)
2- Deposit	$1,000.00	Yes
3- Check 100	$2,000.00	Yes
4- Check 101	$1,000.00	Yes
5- Check 102	$1,000.00	Yes

Bank Statement balance:	$6,000.00
Reconciled balance:	$6,000.00
Running balance:	$6,000.00

Note: Your reconciled balance will not match the running balance most of the time. This is because some checks may have been cashed, while others were not.

On the other hand, if you are opening a new bank checking account and want that account to be handled by the CheckWriter, follow these steps:

1. **During the "Setup" of either Account I or II, your Balance (Recon.) is set to $0.00. Keep it as is and press the RETURN key.**
2. **Make a deposit in the CheckWriter for the same amount you deposited when you started the bank checking account.**
3. **Now start making checks using the CheckWriter.**

Choosing a Transaction Type

The following functions are available:

- PAYMENT .....for registering a payment
- DEPOSIT.....for registering a deposit
- RECON.....for reconciling the amount in a transaction with the statement from the bank
- VOID.....for voiding a check
- DELETE.....for deleting a transaction
- FIND .....to search for data

You can enter a total of 1000 transactions (CW-1000) or 600 transactions (CW-600)

1. **Switch the power on.**

2. **Press (CHECK). Type the password for the account you want to use and press (RETURN).**

```
ACCOUNT[I]
                FIRST
```

3. **Press (CHECK) again.**

```
1.PAYMENT
2.DEPOSIT          ▼
```

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4. **Use (▼) and (▲) to display the desired operation.**
   You can also type the number for the operation (1 for PAYMENT, 2 for DEPOSIT, etc.) to scan faster.

```
2.DEPOSIT          ▲
3.RECON            ▼
```

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```
3.RECON            ▲
4.VOID             ▼
```

→ page 63

5. **Press (RETURN) when the cursor is located on the desired operation.**

```
4.VOID             ▲
5.DELETE           ▼
```

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```
5.DELETE           ▲
6.FIND             ▼
```

→ page 70

```
6.FIND             ▲
```

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Note: To enter the Check mode, press (CHECK) after typing the password and pressing (RETURN). To exit the Check mode, press (CHECK) and type Y.

Payments

Five types of payment are available:

- CHECK.....for a payment by check
- ATM.....for a payment in cash at a cash machine
- BANK FEE.....for payment of a bank fee
- WITHDRAW .....for cash withdrawal
- OTHERS.....for any other transaction not listed above

1. **Select PAYMENT type:**
   Refer to "Choosing a Transaction Type" on page 48.

```
[PAYMENT]
 1:CHECK (CK)          ▼
```

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2. **Use ▼ and ▲ to select the desired payment type.**
   You can also enter the number for the payment type (1 for CHECK, 2 for ATM, etc.) to scan faster.

```
[PAYMENT]              ▲
 2:ATM                 ▼
```

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```
[PAYMENT]              ▲
 3:BANK FEE (FEE)      ▼
```

→ page 57

3. **Press RETURN when the cursor is located on the desired kind of payment.**

```
[PAYMENT]              ▲
 4:WITHDRAW            ▼
```

→ page 57

```
[PAYMENT]              ▲
 5:OTHERS
```

→ page 57

Entering Checks

When registering a payment by check, you have to enter data for the following items:

- CHECK No. .....the number of the check
- PAYEE.....the beneficiary of the check
- DATE.....the date that will appear on the check
- TAX.....whether the payment is tax deductible or not
- CATEGORY .....the category of the goods or service purchased
- AMOUNT.....the amount of money
- MEMO .....an optional comment

1 Select CHECK.
Refer to "Payments" on page 49.

```
= PAYEE LIST
          NO DATA =
```

```
[CK/CHECK No.]:
            # 12345
```

The first display appears if your list of payees is empty. In this case, press (CAN/C) to exit, and enter the data for at least one payee.
See "Entering Your Payees" on page 30.

If your payee list is not empty, the check number input screen appears.

2 If necessary, type another number.

```
[CK/CHECK No.]:
            # 12345
```

A check number can include up to five digits.

If you are issuing a new check, you must make sure that the number you enter here matches the number that is printed on the check you are going to use. The preset check number is the number of the last check registered +1. Correct it if necessary.

If you want to edit a check that has already been registered, just enter the number of that check.

3 Press (RETURN) to confirm the check number.

```
[CK/PAYEE]:          ▲▼
            ABC SHOP
```

4 Use (▼) and (▲) to display the desired payee name. You can also type the first letter of the payee name to scan faster.

```
[CK/PAYEE]:          ▲▼
            DEF MART
```

```
[CK/PAYEE]:          ▲▼
            GHI STORE
```

5

Handling Your Transactions

Pressing ▲ at the beginning of the list moves to the last payee; pressing ▼ at the end of the list moves to the first payee.

If your list of payees does not include the desired name, quit the CHECK function and use the SETUP function to add the name to the payee list. See "Entering Your Payees" on page 30.

You can also press SETUP when the above screen is displayed to enter a "one-shot check". See "One-shot Checks" on page 54.

If you mistakenly select a wrong payee and press RETURN to enter it, you can move back to the above step by pressing ▲. The payee name that you have entered will be displayed (without the ▲▼ symbols). Press RETURN to cancel the payee selection (the ▲▼ will reappear) and select the correct payee as explained above.

5. **Press RETURN to confirm the payee name.**

```
[CK/DATE]:
          08/03/95
```

The preset date is the current date for a new check number. For a check you are editing, the date displayed here is the date you entered for that check.

6. **If necessary, type another date. Press RETURN to confirm the date.**

```
[CK/TAX RELATED]:
            Y / N
```

7. **Use ◀ and ▶ to select Yes (taxable) or No (non taxable).**

```
[CK/TAX RELATED]:
            Y / N
```

8. **Press RETURN to confirm.**

```
[CK/CATEGORY]:    ▲▼
         AUTO(FUEL)
```

9. **Use ▼ and ▲ to display the desired category.**
You can also type the first letter of the category to scan faster.

```
[CK/CATEGORY]:    ▲▼
     AUTO(SERVICE)
```

```
[CK/CATEGORY]:    ▲▼
          CLOTHING
```

The list of categories includes 50 preset categories and 20 user-defined categories. Refer to "Deciding Categories" on page 35 if the desired category is not yet in your list.

Pressing ▲ at the beginning of the list moves to the last category; pressing ▼ at the end of the list moves to the first category.

If you mistakenly select a wrong category, and press RETURN to enter it, you can move back to the above step by pressing ▲. The category that you have entered will be displayed (without the ▲▼ symbols). Press RETURN to cancel the category selection (the ▲▼ will reappear) and select the correct category as explained above.

10 Press RETURN to confirm the category.

```
[CK/AMOUNT]:
      $
```

11 Type the amount and press RETURN.

```
SURE? (Y/N)
          $y,yyy.yy
```

```
REMAINING BALANCE
          $y,yyy.yy
```

The amount must not exceed $99,999.99.

The first screen (confirmation) appears when the amount is larger than $1,000. In this case, type Y to confirm or N to cancel and press RETURN. If you type Y, the display showing the balance will appear. If you type N, you are back to step 11 and you can correct the amount.

If the amount is smaller than $1,000, the second screen (balance) appears immediately.

For a new payment, the updated balance is the old one minus the amount entered.

For an edited payment with a modified amount, the updated balance reflects the change.

12 Press RETURN when the balance is displayed.

```
  = WARNING ! =
NEGATIVE BALANCE
```

```
[CK/MEMO]:
```

The first screen (warning) appears when the balance is negative. In this case, press any key to move to the second display. If no key is pressed during the next 5 seconds, the memo input screen will automatically appear.

If the balance is positive, the second screen (memo input) appears immediately.

13 **If you wish, type a comment.**

```
[CK/MEMO]:
    A SHORT COMMENT
```

The comment (a maximum of 16 characters) will be printed on the check.

14 **Press (RETURN) to confirm the comment.**

```
#xxxx  $yy,yyy.yy
  CONFIRMED? (Y/N)
```

15 **Type Y and press (RETURN) to confirm, or type N and press (RETURN) to cancel.**

```
#xxxx  $yy,yyy.yy
  PRINT OUT? (Y/N)
```

```
[CK/CHECK No.]:
              # 12345
```

If you confirm, the data is stored into the memory and the first display appears.

If you cancel, all the data for the check is deleted and the second display appears.

16 **Type Y and press (RETURN) to confirm that you want to print, or type N and press (RETURN) to cancel.**

```
[CK/CHECK No.]:
              # 12345
```

If you confirm, the CheckWriter will ask you to insert blank checks in the paper cassette before starting printing. See "Printing Checks" on page 54. A message will tell you when printing is complete. Pressing (RETURN) will display the balance. Pressing (RETURN) again will display the first screen above.

The display above appears immediately if you cancel. All the data of the current check will appear.

17 **To exit the check entry mode, press (CHECK) at any time.**

```
-- EXIT? --
            (Y/N)
```

Instead of (CHECK) you can also press (CAN/C) to exit. You will be back to the payment menu on page 49.

18 **Type Y and press (RETURN) to confirm, or press (RETURN) to cancel.**

```
ACCOUNT[I]
            FIRST
```

If you confirm, all the data you have entered, but not saved will be deleted. Data you have saved in step ⓯ will stay in the memory.

If you cancel, you will be back to the screen that was displayed when you pressed (CHECK).

One-shot Checks

One-shot checks are used for payees that you do not want to include in your payee list (for example, when you know you will never use the same payee name again, or when your list of payees is full).

You can enter a maximum of 100 one-shot checks for both accounts.

Proceed as when entering a normal check, except for the payee selection.

Instead of selecting a payee from the list (step ❹), press (SETUP), type the payee name and press (RETURN) to enter the name.

You can also press (SETUP) instead of (RETURN) to return to the payee list and select a name.

The payee names entered for one-shot checks are kept in memory. However, they will not be displayed in the payee list that appears when entering a new check. Such payee names are kept in memory only for the purpose of printing reports or searching for data. If you select EXIT at the end of a one-shot check entry, the payee name you typed will not be kept in memory.

Printing Checks

You can print a single check just after entering it or editing its data.

You can also press (PRINT) at the initial screen to print a range of check numbers.

Before you print a check, make sure that you have set up the check format for the type of checks used in the selected account. If you do not set up the format correctly, the different items of the check may print at wrong locations. See "Setting Your Print Format" on page 36.

Also make sure to that the check with the correct number is in the paper cassette. In particular, when you print a range of checks, the checks are printed in ascending order. Be sure that the checks are stacked in ascending order, the lower number at the top of the stack.

Note: To enter the Print mode, press (PRINT) after typing the password and pressing (RETURN). To exit the Print mode, press (PRINT) and type Y.

❶ **Press (PRINT) at the initial screen to start printing a range of check numbers.**

```
[CHECK No.]:
     #▮     ~ #
```

❷ **Type the first number of the range and press (RETURN).**
Type the last number of the range and press (RETURN).

```
#xxxxx~ #xxxxx
  CHECKS IN?(Y/N)
```

```
#12389    NO DATA
   PRESS ANY KEY
```

```
#1238      VOIDED
  PRESS ANY KEY
```

```
#1238   RECONCILED
  PRESS ANY KEY
```

```
#1238   PRINTED
 PRINT AGAIN?(Y/N)
```

If the first display appears, skip to step ❺.

One of the next three displays appear when a check in the range does not contain data, or has been voided or reconciled. Such a check cannot be printed. Press any key to return to step ❶.

The last display appears when a check in the range has already been printed. Press (RETURN) to skip that check, or select Y and press (RETURN) to print it again.

❸ **You can also print a single check after entering the data for a new check, or editing the data for an existing check. You are asked whether you want to print the check or not (see step ⓯ on page 53).**

```
#xxxx  $yy,yyy.yy
-- PRINT? (Y/N)
```

❹ **Type Y and press (RETURN) if you want to print.**

```
#xxxxx
  -CHECKS IN? (Y/N)
```

❺ **Confirm the check number(s). If there is a mistake, type N and press (RETURN) to return to the previous display.**
Confirm that you have enough blank checks of the right kind in the paper cassette. Load more checks if necessary.
Type Y and press (RETURN).

```
[CHECK No.]:
      #xxxx~#xxxxx
```

```
PRINTING ...  #xxxxx
 [PRINT]KEY->STOP
```

```
#xxxxx~ #xxxxx
  PRINT COMPLETED
```

The first display appears when you cancel. You are back to step ❸.

The second display appears when printing starts. The number of the check being printed is displayed at the upper-right corner.

The last display appears when printing is completed. When that display appears, press any key to return to the account balance display.

❻ **To interrupt printing, press (PRINT).**

```
PRINTING ...  #xxxxx
STOP PRINTING? (Y/N)
```

❼ **Press (RETURN) to return to the previous display, or type Y and press (RETURN) to interrupt.**

```
PRINTING ...  #xxxxx
 [PRINT]KEY->STOP
```

```
 -- EXIT? --
              (Y/N)
```

The first display appears when you cancel the interruption. You are back to step ❺.

The second display appears when you confirm the interruption.

❽ **Type Y and press (RETURN) to exit, or type N and press (RETURN) to cancel printing.**

```
PRINTING ...  #xxxxx
 [PRINT]KEY->STOP
```

```
 REMAINING BALANCE
        $xx,xxx.xx
```

The first display appears if you resume printing. You are back to step ❺.

The second display appears if you cancel.

❾ **If the cassette becomes empty while printing, this message will appear.**
Insert blank checks in the cassette and press any key to move to the second display.

```
= CASSETTE EMPTY! =
   INSERT CHECKS
```

```
#xxxxx ~#xxxxx
   CONTINUE? (Y/N)
```

The second display will automatically replace the first one if you do not press any key during 5 seconds.

❿ **Press (RETURN) to resume printing and return to step ❺ or type N and press (RETURN) to exit.**

Other Payments

Follow the steps below when registering a payment other than a payment by check (ATM, BANK FEE, WITHDRAW, OTHERS). Since the procedure is basically the same for all these modes of payment, only the ATM payment will be explained in detail.
When registering such a payment, you have to enter data for the following items:

- DATE.....the date of the payment
- AMOUNT.....the amount of money
- MEMO .....an optional comment

❶ **Select ATM.**
Refer to "Payments" on page 49.

```
[ATM/DATE]:
          08/03/95
```

The preset date is always the current date.

❷ **If necessary, type another date.**

```
[ATM/DATE]:
          08/04/95
```

❸ **Press (RETURN) to confirm the date.**

```
=SAME DATA EXIST!=
  NEW DATA? (Y/N)
```

```
[ATM/AMOUNT]:
      $
```

The first display appears if you already have registered one or more ATM payments under the same data. You can either enter new data (Y) or edit existing data (N). If you type Y and press (RETURN), the second display will appear and you can start entering data. Skip to step ❺.

If no other ATM payment has been registered under the specified date, the second display appears. Skip to step ❺.

❹ **When you type N and press (RETURN) to edit the existing data:**

```
[ATM/AMOUNT]:          ▶
          $x,xxx.xx
```

```
[ATM/AMOUNT]:          ◀▶
          $y,yyy.yy
```

If there is more than one ATM payment, you will see a ▶ symbol at the right of the display. This means that you can use (◀) and (▶) to select the ATM payment you want to edit.

5

Handling Your Transactions

5 **Type the amount and press RETURN.**

```
SURE? (Y/N)
          $y,yyy.yy
```

```
REMAINING BALANCE
          $y,yyy.yy
```

The amount must not exceed $99,999.99.

The first screen (confirmation) appears when the amount is larger than $1,000. In this case, type Y to confirm or N to cancel and press RETURN. If you type Y, the display showing the balance will appear. If you type N, you are back to step 5 and you can correct the amount.

For a new payment, the updated balance is the old one minus the amount entered.

For an edited payment with a modified amount, the updated balance reflects the change.

6 **Press RETURN when the balance is displayed.**

```
  = WARNING ! =
NEGATIVE BALANCE
```

```
[ATM/MEMO]:
```

The first display (warning) appears when the balance is negative. In this case, press any key to move to the second display (memo). If no key is pressed during the next 5 seconds, the second display will automatically appear.

If the balance is positive, the second display (memo) appears immediately.

7 **If you wish, type a comment.**

```
[ATM/MEMO]:
    A SHORT COMMENT
```

The comment can include a maximum of 16 characters. For a new payment, the input field is empty. For a payment you are editing, the old comment appears and you can edit it.

8 **Press RETURN to confirm the comment.**

```
08/04/95 $yy,yyy.yy
   CONFIRMED? (Y/N)
```

9. **Make sure that the date and amount are correct.**

```
[ATM/DATE]:
          08/04/95
```

Type Y and press (RETURN) to confirm, or type N and press (RETURN) to cancel.

If you confirm, the data is stored into the memory.

If you cancel, all the data for the payment is deleted.

10. **To exit the data entry mode, press (CHECK) at any time.**

```
-- EXIT? --
            (Y/N)
```

Instead of (CHECK) you can also press (CAN/C) to exit. You will be back to the payment menu on page 49.

11. **Type Y and press (RETURN) to confirm, or press (RETURN) to cancel.**

```
ACCOUNT[I]
              FIRST
```

If you confirm, all the data you have entered and saved will be deleted. Data you have saved in step 9 will stay in the memory.

If you cancel, you will be back to the screen that was displayed when you pressed (CHECK).

Deposits

Follow the steps below when registering a deposit.
When registering a deposit, you have to enter data for the following items:

- DATE.....the date that will appear for the payment
- AMOUNT.....the amount of money
- MEMO.....an optional comment

❶ **Select DEPOSIT.**
Refer to "Choosing a Transaction Type" on page 48.
The preset date is always the current date.

```
[DEPOSIT/DATE]:
          08/03/95
```

❷ **If necessary, type another date.**

```
[DEPOSIT/DATE]:
          08/04/95
```

❸ **Press RETURN to confirm the date.**

```
= SAME DATA EXIST =
  NEW DATA? (Y/N)
```

```
[DEPOSIT/AMOUNT]:
          $
```

The first display appears if you already have registered one or more deposits under the same date. You can either enter new data (Y) or edit existing data (N). If you type Y and press RETURN, the second display will appear and you can start entering data. Skip to step ❺.

If no other deposit has been registered under the specified date, the second display appears. Skip to step ❺.

❹ **Type N and press RETURN to edit the existing data.**

```
[DEPOSIT/AMOUNT]:  ▶
          $x,xxx.xx
```

```
[DEPOSIT/AMOUNT]: ◀▶
          $y,yyy.yy
```

5

Handling Your Transactions

If there is more than one deposit, you will see a ▸ symbol at the right of the display. You can use ◀ and ▶ to select the deposit you want to edit.

5 Type the amount and press RETURN.

```
SURE? (Y/N)
          $y,yyy.yy
```

```
REMAINING BALANCE
          $y,yyy.yy
```

The amount must be smaller than $99,999.99.

The first screen (confirmation) appears when the amount is larger than $1,000. In this case, type Y to confirm or N to cancel and press RETURN. If you type Y, the display showing the balance will appear. If you type N, you are back to step 5 and you can correct the amount.

For a new deposit, the updated balance is the old one plus the amount entered.

For an edited deposit with a modified amount, the updated balance reflects the change.

6 Press RETURN when the balance is displayed.

```
 = WARNING ! =
NEGATIVE BALANCE
```

```
[DEPOSIT/MEMO]:
```

The first display appears when the balance is negative. In this case, press any key to move to the second display. If no key is pressed during the next 5 seconds, the second display will automatically appear.

If the balance is positive, the second display appears immediately.

7 If you wish, type a comment.

```
[DEPOSIT/MEMO]:
    A SHORT COMMENT
```

The comment can include a maximum of 16 characters. For a new deposit, the input field is empty. For a deposit you are editing, the old comment appears and you can edit it.

8 Press RETURN to confirm the comment.

```
08/04/95 $yy,yyy.yy
  CONFIRMED? (Y/N)
```

9. **Make sure that the date and amount are correct.**
Type Y and press RETURN to confirm, or type N and press RETURN to cancel.

```
[DEPOSIT/DATE]:
          08/04/95
```

If you confirm, the data is stored into the memory.

If you cancel, all the data for the deposit is deleted.

10. **To exit the check entry mode, press CHECK at any time.**

```
-- EXIT? --
            (Y/N)
```

Instead of CHECK you can also press CAN/C to exit. You will be back to the check menu on page 48

11. **Type Y and press RETURN to confirm, or press RETURN to cancel.**

```
ACCOUNT[I]
              FIRST
```

If you cancel, you will be back to the screen that was displayed when you pressed CHECK or CAN/C.

If you confirm, all the data you have entered, but not saved, will be deleted. Data you have saved in step 9 will stay in the memory.

If you cancel, you will be back to the screen that was displayed when you pressed CHECK.

Reconciling with Your Bank Statement

Background

The CheckWriter maintains two different balances for each account: running balance and reconciled balance. The running balance is temporary. It shows up, for example, after you enter the data for a check. When the check is paid to the beneficiary, the bank sends you a statement. You can compare the amount on the bank statement with the amount in your CheckWriter. If the amounts match, mark the check as reconciled. This updates the reconciled balance on the account.

You can reconcile these kinds of transactions:

- CHECK.....for a payment by check
- ATM.....for a payment in cash at a cash machine
- BANK FEE.....for payment of a bank fee
- WITHDRAW .....for cash withdrawal
- OTHERS (PAYMENT).for any other payment not listed above
- DEPOSIT.....for a deposit

1. **Select RECON.**
   Refer to "Choosing a Transaction Type" on page 48.
2. **Use ▼ and ▲ to select the desired transaction.**
   You can also type the number for the payment type (1 for CHECK, 2 for ATM, etc.) to scan faster.
3. **Press RETURN when the cursor is located on the desired transaction.**

```
[RECON]
1:CHECK (CK)          ▼
```
→ page 64

```
[RECON]               ▲
2:ATM                 ▼
```
→ page 66

```
[RECON]               ▲
3:BANK FEE (FEE)      ▼
```
→ page 66

```
[RECON]               ▲
4:WITHDRAW            ▼
```
→ page 66

```
[RECON]               ▲
5:OTHERS (PAYMENT)▼
```
→ page 66

```
[RECON]               ▲
6:DEPOSIT
```
→ page 66

Reconciling Checks

1. **Select CHECK.**
   Refer to "Reconciling with Your Bank Statement" on page 63.

```
[CK/CHECK No.]:
          12345
```

2. **Type the number of the check you want to reconcile.**

```
[CK/CHECK No.]:
          12385
```

   A check number can include up to five digits.

3. **Press RETURN to confirm the check number.**

```
#1238      NO DATA
   PRESS ANY KEY
```

```
# 1238 VOIDED
   PRESS ANY KEY
```

```
# 1238 RECONCILED
 - ACCEPT (Y/N)
```

```
# 12385 $yy,yyy.yy
  RECONCILE? (Y/N)
```

   The first or second display appears when you enter a number that is not registered or the number of a check that has been voided. Press any key to return to the previous step.

   The third display appears when the check has already been reconciled. Type Y and press RETURN to accept the reconciliation, or type N and press RETURN to cancel it.

   The fourth display appears when the check number exists and the check is not reconciled yet.

4. **Type Y and press RETURN to confirm, or type N and press RETURN to cancel.**

```
RECONCILED BALANCE
        $yy,yyy.yy
```

   If you confirm, the check is reconciled and the reconciled balance appears.

   If you cancel, you are back to step 1 and the reconciled balance is not updated.

5 **Press RETURN to move back to step 1.**

```
= WARNING ! =
NEGATIVE BALANCE
```

The warning display appears when the balance is negative. In such a case, press any key to move back to step 1. If no key is pressed during the next 5 seconds, the display shown in step 1 will automatically appear.

6 **To exit the check reconcile mode, press CHECK at any time.**

```
-- EXIT? --
              (Y/N)
```

Instead of CHECK you can also press CAN/C to exit. You will be back to the check menu on page 48

7 **Type Y and press RETURN to confirm, or press RETURN to cancel.**

```
ACCOUNT[I]
              FIRST
```

If you cancel, you will be back to the screen that was displayed when you pressed CHECK.

Reconciling Other Transactions

Follow the steps below when reconciling a transaction other than a payment by check (ATM, BANK FEE, WITHDRAW, OTHERS (PAYMENT), DEPOSIT). Since the procedure is basically the same for all these transactions, only the reconciliation of ATM payment will be explained in detail.

1. **Select ATM.**
   Refer to "Reconciling with Your Bank Statement" on page 63.

```
[ATM/DATE]:
          08/03/95
```

2. **Type the date for the transaction you want to reconcile.**

```
[ATM/DATE]:
            08/04/95
```

3. **Press RETURN to confirm the date.**

```
08/04/95   NO DATA
    PRESS ANY KEY
```

```
 ALREADY RECONCILED
  - ACCEPT (Y/N)
```

```
 $yy,yyy.yy
    RECONCILE? (Y/N)
```

The first display appears when you enter a date for which no transaction is registered. Press any key to return to the previous step.

The second display appears when the transaction has already been reconciled. Type Y and press RETURN to accept the reconciliation, or type N and press RETURN to cancel it.

The third display appears when at least one transaction has been registered for the date, but is not reconciled yet. If there is more than one transaction on the same date, a ▶ symbol will appear at the right of the display. This means that you can use ◀ and ▶ to select the ATM payment you want to reconcile.

4. **Type Y and press RETURN to confirm, or type N and press RETURN to cancel.**

```
RECONCILED BALANCE
        $y,yyy.yy
```

5

Handling Your Transactions

If you confirm, the reconciled balance appears and the transaction is reconciled.

If you cancel, you are back to step ❶ and the reconciled balance is not updated.

❺ **Press (RETURN) to move back to step ❶.**

```
= WARNING ! =
NEGATIVE BALANCE
```

The warning display appears when the balance is negative. In such a case, press any key to move back to step ❶. If no key is pressed during the next 5 seconds, the display shown in step ❶ will automatically appear.

❻ **To exit the transaction reconcile mode, press (CHECK) at any time.**

```
-- EXIT? --
          (Y/N)
```

Instead of (CHECK) you can also press (CAN/C) to exit. You will be back to the check menu on page 48.

❼ **Type Y and press (RETURN) to confirm, or press (RETURN) to cancel.**

```
ACCOUNT[I]
          FIRST
```

If you cancel, you will be back to the screen that was displayed when you pressed (CHECK).

Voiding Checks

The VOID function is used to cancel a check before it is paid. This function cannot cancel a reconciled check.

1. **Select VOID.**
   Refer to "Choosing a Transaction Type" on page 48.

```
[CK/CHECK No.]:
            12345
```

2. **Type the number of the check you want to void.**

```
[CK/CHECK No.]:
              # 12385
```

A check number can include up to five digits.

3. **Press RETURN to confirm the check number.**

```
#12385      NO DATA
   PRESS ANY KEY
```

```
# 12385 VOIDED
 - ACCEPT? (Y/N)
```

```
# 1238 $yy,yyy.yy
       VOID? (Y/N)
```

The first display appears when you enter a number that is not registered. Press any key to return to the previous step.

The second display appears when the check has already been voided. Type Y and press RETURN to keep the check voided, or type N and press RETURN when a check has been mistakenly voided.

The third display appears when the check number corresponds to a check that has not been voided.

4. **Type Y and press RETURN to confirm, or type N and press RETURN to cancel.**

```
REMAINING BALANCE
         $y.yyy.yy
```

If you confirm, the running balance appears.

If you cancel, you are back to step 1 and the balance is not updated.

5 **Press RETURN to move back to step 1.**

```
= WARNING ! =
NEGATIVE BALANCE
```

The warning display appears when the balance is negative. In such a case, press any key to move back to step 1. If no key is pressed during the next 5 seconds, the display shown in step 1 will automatically appear.

6 **To exit the check voiding mode, press CHECK at any time.**

```
-- EXIT? --
              (Y/N)
```

Instead of CHECK you can also press CAN/C to exit. You will be back to the check menu on page 48.

7 **Type Y and press RETURN to confirm, or press RETURN to cancel.**

```
ACCOUNT[I]
              FIRST
```

If you cancel, you will be back to the screen that was displayed when you pressed CHECK.

Deleting Old Records

The DELETE function is used to delete any reconciled data in a range of dates. The function deletes both payments and deposits data and is used to make room in the memory.
Unreconciled data, as well as the running and reconciled balance, are left unchanged.

Warning:
Before deleting old records, we suggest that you print them and keep the hard copy for future reference.

1. **Select DELETE.**
   Refer to "Choosing a Transaction Type" on page 48.

```
[DATE]:  mm/dd/yy
      ~   /  /
```

2. **Type the start date and press RETURN.**
   Type the end date of and press RETURN.
   (To specify the whole range, press RETURN twice without typing.)

```
= NO DATA =
  PRESS ANY KEY
```

```
  DELETE OK?
          (Y/N)
```

The first display appears when there is no data in the specified range of dates. Press any key to return to the previous step.

The second display appears when there is at least one transaction registered in the specified range of dates.

3. **Type Y and press RETURN to confirm, or type N and press RETURN to cancel.**

```
ACCOUNT[I]
                FIRST
```

If you confirm, all reconciled transactions in the specified range are deleted.

If you cancel, you are back to step 1.

Finding a Past Transaction

Background

The FIND function allows you to search for data.
You can search for:

- PAYMENT .....any transactions that decreased the balance on your account
- DEPOSIT .....any transactions that increased the balance on your account

1. **Select FIND.**
   Refer to "Choosing a Transaction Type" on page 48.
2. **Use ◀ and ▶ to select PAYMENT or DEPOSIT and press RETURN.**

```
[FIND]                ▶
   PAYMENT/DEPOSIT
```

```
[FIND(PAYMENT)]
  1:CHECK             ▼
```

→ page 72

```
[FIND (PAYMENT)]      ▲
  2:ATM               ▼
```

→ page 77

```
[FIND (PAYMENT)]      ▲
  3:BANK FEE          ▼
```

→ page 77

```
[FIND (PAYMENT)]      ▲
  4:WITHDRAW          ▼
```

→ page 77

```
[FIND (PAYMENT)]      ▲
  5:OTHERS
```

→ page 77

```
[FIND(DEPOSIT)]
  1:DATE              ▼
```

→ page 79

The first five displays are available when you select PAYMENT.

The last display appears when you select DEPOSIT.

Finding a Check

You can search by either one of the following criteria:

- PAYEE.....the beneficiary of the check
- DATE.....a range of dates
- CATEGORY .....the category of the goods or services purchased
- CHECK No. .....a range of check numbers
- AMOUNT.....a range of amounts
- VOID.....whether the check has been voided
- RECON.....whether the check has been reconciled
- TAX RELATED.....whether the check is tax related

1. **Select PAYMENT.**
   Refer to "Finding a Past Transaction" on page 71.

```
[FIND(PAYMENT)]
 1:CHECK                ▼
```

2. **Press RETURN.**

```
[FIND(CHECK)]
 1:PAYEE                ▼
```

3. **Use ▼ and ▲ to display the desired item.**
   You can also type the number for the operation (1 for PAYEE, 2 for DATE, etc.) to scan faster.

```
[FIND(CHECK)]           ▲
 2:DATE                 ▼
```

```
[FIND(CHECK)]           ▲
 3:CATEGORY             ▼
```

```
[FIND(CHECK)]           ▲
 4:CHECK No.            ▼
```

```
[FIND(CHECK)]           ▲
 5:AMOUNT               ▼
```

```
[FIND(CHECK)]           ▲
 6:VOID                 ▼
```

```
[FIND(CHECK)]           ▲
 7:RECON                ▼
```

```
[FIND(CHECK)]           ▲
 8:TAX RELATED
```

4. **To search by payees, press RETURN when the cursor is on PAYEE.**
   Use ▼ and ▲ to display the desired payee name. You can also type the first letter of the payee name to scan faster.

```
[CK/PAYEE]:        ▲▼
            ABC SHOP
```

```
[CK/PAYEE]:        ▲▼
            DEF MART
```

5. **Press RETURN to confirm the payee name.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

6. **Type a start date and press RETURN.**
   Type an end date and press RETURN.

```
[FIND(CHECK)]
   DISPLAY/PRINT
```

The above display allows you to specify whether the check(s) that match the search criteria (payee and dates) are going to be displayed or printed.

7. **To search by dates, proceed as in steps 3 and 4, but press RETURN when the cursor is on DATE.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

8. **Type a start date and press RETURN.**
   Type an end date and press RETURN.

```
[FIND(CHECK)]
   DISPLAY/PRINT
```

The preset range is the entire date range of your checks. Pressing RETURN on one of the dates without retyping will enter that date. You can keep the preset range as is, retype one of the date, or retype both dates.

If you do not change the preset range, any check will match the criteria.

To search for checks with a specific date rather than a range of dates, set the start and end dates to the same value.

9. **To search by categories, proceed as in steps 3 and 4, but press RETURN when the cursor is on CATEGORY.**
   Use ▼ and ▲ to display the desired category. You can also type the first letter of the category to scan faster.

```
[CK/CATEGORY]:     ▲▼
          AUTO(FUEL)
```

```
[CK/CATEGORY]:     ▲▼
          AUTO(LOAN)
```

10. **Press RETURN to confirm the category.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

11. **Type a start date and press RETURN. Type an end date and press RETURN.**

```
[FIND(CHECK)]
  DISPLAY/PRINT
```

12. **Press RETURN to confirm the date range.**

```
[FIND(CHECK)]
  DISPLAY/PRINT
```

13. **To search by check numbers, proceed as in steps 3 and 4, but press RETURN when the cursor is on CHECK No.**

```
[CK/CHECK No.]:
      #nnnnn~ #nnnnn
```

14. **Type a start number and press RETURN. Type an end number and press RETURN.**

```
[FIND(CHECK)]
  DISPLAY/PRINT
```

The preset range is the entire range of your check numbers. Pressing RETURN on one of the numbers without retyping will enter that number.

If you do not change the preset range, any check will match the criteria.

To search for checks with a specific number rather than a range of numbers, set the start and end numbers to the same value.

15. **To search by amounts, proceed as in steps 3 and 4, but press RETURN when the cursor is on AMOUNT.**

```
[CK/AMOUNT]:
$xx.xxx.xx~xx.xxx.xx
```

The preset range is the entire range of your check amounts. Pressing RETURN on one of the amounts without retyping will enter that number.

If you do not change the preset range, any check will match the criteria.

To search for checks with a specific amount rather than a range of amounts, set the start and end amounts to the same value.

16. **Type a start amount and press RETURN. Type an end amount and press RETURN.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

17. **Type a start date and press RETURN. Type an end date and press RETURN.**

```
[FIND(CHECK)]
  DISPLAY/PRINT
```

18. **To search for voided/not voided checks, proceed as in steps 3 and 4, but press RETURN when the cursor is on VOID.**

```
[CK/VOID]:
    VOIDED /UNVOIDED
```

19. Use ◀ and ▶ to select VOIDED or UNVOIDED and press RETURN.

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

20. Type a start date and press RETURN. Type an end date and press RETURN.

```
[FIND(CHECK)]
   DISPLAY/PRINT
```

21. To search for reconciled/not reconciled checks, proceed as in steps 3 and 4, but press RETURN when the cursor is on RECON.

```
[CK/RECON]:
   RECON /NOT RECON
```

22. Use ◀ and ▶ to select RECON or NOT RECON and press RETURN.

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

23. Type a start date and press RETURN. Type an end date and press RETURN.

```
[FIND(CHECK)]
   DISPLAY/PRINT
```

24. To search for tax related/not tax related checks, proceed as in steps 3 and 4, but press RETURN when the cursor is on TAX RELATED.

```
[CK/TAX RELATED]:
          Y/N
```

25. Use ◀ and ▶ to select Y or N and press RETURN.

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

26. Type a start date and press RETURN. Type an end date and press RETURN.

```
[FIND(CHECK)]
   DISPLAY/PRINT
```

The above display appears after you enter one of the available search criteria.

Select DISPLAY to display the checks that match the search criteria.

Select PRINT to print the complete list of the checks that match the search criteria. For details about printing, see "Printing Reports" on page 83.

27. Use ◀ and ▶ to select DISPLAY and press RETURN.

```
CK/No.    DATE        ▶
 nnnnn    mm/dd/yy
```

28 **Use ◀ and ▶ to display other data for the same check.**

```
◀      PAYEE      ▶
pppppppppppppppppppp
```

```
◀     CATEGORY    ▶
cccccccccccccccccccc
```

```
◀AMOUNT       RECON.
 $xx,xxx.xx     *
```

```
◀TAX RELATED
     YES
```

If a check has been voided, VOID is displayed instead of the payee name.

If a check has been reconciled, an asterisk appears under RECON.

The search criteria is always displayed first. For example, if you search by category, the category will be the first item displayed.

29 **Use ▼ and ▲ to scan the list of the checks found.**

```
CK/No.   DATE      ▶
 nnnnn   mm/dd/yy
```

You can also press CAN/C *to return to the destination selection display.*

Finding Other Payments

Follow the steps below when searching for payments other than payments by check (ATM, BANK FEE, WITHDRAW, OTHERS). Since the procedure is basically the same for all these types of payment, only the ATM payment will be explained in detail.

You can search by either one of the following criteria:

- DATE.....a range of dates
- AMOUNT.....a range of amounts
- RECON.....whether the payment has been reconciled

1. **Select PAYMENT.**
   Refer to "Finding a Past Transaction" on page 71.

```
[FIND(PAYMENT)]
 1:CHECK          ▼
```

2. **Press ▼ RETURN to select ATM.**

```
[FIND(ATM)]
 1:DATE           ▼
```

3. **Use ▼ and ▲ to display the desired item.**
   You can also type the number for the operation (1 for DATE, 2 for AMOUNT, etc.) to scan faster.

```
[FIND(ATM)]       ▲
 2:AMOUNT         ▼
```

```
[FIND(ATM)]       ▲
 3:RECON
```

4. **To search by dates, press RETURN when the cursor is on DATE.**

```
[ATM/DATE]:
mm/dd/yy ~ mm/dd/yy
```

5. **Type a start date and press RETURN.**
   Type an end date and press RETURN.

```
[FIND(ATM)]
 DISPLAY/PRINT
```

The preset range is the entire date range of your ATM payments. Pressing RETURN on one of the dates without retyping will enter that date.

If you do not change the preset range, any ATM payment will match the criteria.

To search for ATM payments with a specific date rather than a range of dates, set the start and end dates to the same value.

6. **To search by amounts, proceed as in steps 3 and 4, but press RETURN when the cursor is on AMOUNT.**

```
[ATM/AMOUNT]:
$x,xxx.xx~xx,xxx.xx
```

7. **Type a start amount and press RETURN. Type an end amount and press RETURN.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

The preset range is the entire range of your ATM amounts. Pressing RETURN on one of the amounts without retyping will enter that number.

If you do not change the preset range, any ATM payment will match the criteria.

To search for ATM payments with a specific amount rather than a range of amounts, set the start and end amounts to the same value.

8. **Type a start date and press RETURN. Type an end date and press RETURN.**

```
[FIND(CHECK)]
   DISPLAY/PRINT
```

9. **To search for reconciled/not reconciled ATM payments, proceed as in steps 3 and 4, but press RETURN when the cursor is on RECON.**

```
[ATM/RECON]:
   RECON /NOT RECON
```

10. **Use ◀ and ▶ to select RECON or NOT RECON and press RETURN.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

11. **Type a start date and press RETURN. Type an end date and press RETURN.**

```
[FIND(CHECK)]
   DISPLAY/PRINT
```

The above display appears after you enter one of the available search criteria.

Select DISPLAY to display the ATM payments that match the search criteria.

Select PRINT to print the complete list of the checks that match the search criteria. For details about printing, see "Printing Reports" on page 83.

12. **Use ◀ and ▶ to select DISPLAY and press RETURN.**

```
DATE        AMOUNT  ▶
mm/dd/yy    xx,xxx.xx
```

13. **Use ◀ and ▶ to display other data for the same ATM payment.**

```
◀PAYMENT     RECON.
 ATM           *
```

14. **Use ▼ and ▲ to scan the list of the ATM payments found.**

```
DATE        AMOUNT  ▶
mm/dd/yy    xx,xxx.xx
```

You can also press CAN/C to return to the destination selection display.

Finding a Deposit

You can search by either one of the following criteria:

- DATE.....a range of dates
- AMOUNT.....a range of amounts
- RECON.....whether the deposit has been reconciled

1. **Select DEPOSIT.**
   Refer to "Finding a Past Transaction" on page 71.

```
[FIND(DEPOSIT)]
 1.DATE                ▼
```

2. **Use ▼ and ▲ to display the desired item.**
   You can also type the number for the operation (1 for DATE, 2 for AMOUNT, etc.) to scan faster.

```
[FIND(DEPOSIT)]        ▲
 2.AMOUNT              ▼
```

```
[FIND(DEPOSIT)]        ▲
 3.RECON
```

3. **To search by dates, press RETURN when the cursor is on DATE.**

```
[DEPOSIT/DATE]:
mm/dd/yy ~ mm/dd/yy
```

4. **Type a start date and press RETURN.**
   Type an end date and press RETURN.

```
[FIND (DEPOSIT)]
  DISPLAY/PRINT
```

The preset range is the entire date range of your deposits. Pressing RETURN on one of the dates without retyping will enter that date.

If you do not change the preset range, any deposit will match the criteria.

To search for deposits with a specific date rather than a range of dates, set the start and end dates to the same value.

5. **To search by amounts, proceed as in steps 3 and 4, but press RETURN when the cursor is on AMOUNT.**

```
[DEPOSIT/AMOUNT]:
$x,xxx.xx~xx,xxx.xx
```

6. **Type a start amount and press RETURN.**
   Type an end amount and press RETURN.

```
[DEPOSIT/DATE]:
mm/dd/yy ~ mm/dd/yy
```

The preset range is the entire range of your deposits. Pressing RETURN on one of the amounts without retyping will enter that number.

If you do not change the preset range, any deposit will match the criteria.

To search for deposits with a specific amount rather than a range of amounts, set the start and end amounts to the same value.

7. **Type a start date and press RETURN. Type an end date and press RETURN.**

```
[FIND(DEPOSIT)]
  DISPLAY/PRINT
```

8. **To search for reconciled/not reconciled deposits, proceed as in steps 3 and 4, but press RETURN when the cursor is on RECON.**

```
[DEPOSIT/RECON]:
  RECON /NOT RECON
```

9. **Use ◄ and ► to select RECON or NOT RECON and press RETURN.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

10. **Type a start date and press RETURN. Type an end date and press RETURN.**

```
[FIND(DEPOSIT)]
  DISPLAY/PRINT
```

The above display appears after you enter one of the available search criteria.

Select DISPLAY to display the deposits that match the search criteria.

Select PRINT to print the complete list of the deposits that match the search criteria. For details about printing, see "Printing Reports" on page 83.

11. **Use ◄ and ► to select DISPLAY and press RETURN.**

```
DATE        AMOUNT  ►
mm/dd/yy    xx,xxx.xx
```

12. **Use ◄ and ► to display other data for the same deposit.**

```
◄ RECON.
    *
```

13. **Use ▼ and ▲ to scan the list of the deposits found.**

```
DATE        AMOUNT  ►
mm/dd/yy    xx,xxx.xx
```

You can also press CAN/C to return to the destination selection display.

Chapter 6

Printing and Other Functions

Choosing an Operation

The following functions are available:

- REPORT.....to print reports
- LABELS.....to print a payee's address
- AMORTIZE.....to calculate and print the repayment of a loan (CW-1000 only)
- INVEST.....to calculate and print the gain on an investment (CW-1000 only)

Note: To enter the Function mode, press (FUNCTION) after typing the password and pressing (RETURN). To exit the Function mode, press (FUNCTION) and type Y.

1. **Press (FUNCTION).**

```
[FUNCTION]
 1:REPORT              ▼
```

→ page 83

2. **Use (▼) and (▲) to display the desired item.**
   You can also type the number of the operation (1 for REPORT, 2 for ADDRESS, etc.) to scan faster.

```
[FUNCTION]             ▲
 2:LABELS              ▼
```

→ page 101

```
[FUNCTION]             ▲
 3:AMORTIZE            ▼
```

→ page 104

3. **Press (RETURN) when the cursor is located on the desired function.**

```
[FUNCTION]             ▲
 4:INVEST
```

→ page 105

Printing Reports

Background

The following functions are available:

- CHECK.....to print reports about payment and deposits
- SETUP.....to print user settings
- TEL No. .....to print a list of payee names and telephone numbers
- NAME/ADDRESS.....to print a list of payee names and addresses

1. **Press FUNCTION and select REPORT. See "Choosing an Operation" on page 82.**

```
[FUNCTION/REPORT]
 1:[CHECK]KEY DATA ▼
```

→ page 84

2. **Use ▼ and ▲ to display the desired item.**
   You can also type the number for the operation (1 for CHECK, 2 for SETUP, etc.) to scan faster.

```
[FUNCTION/REPORT]  ▲
 2:[SETUP]KEY DATA ▼
```

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```
[FUNCTION/REPORT]  ▲
 3:TEL No.         ▼
```

→ page 99

3. **Press RETURN when the cursor is located on the desired function.**

```
[FUNCTION/REPORT]  ▲
 4:NAME/ADDRESS
```

→ page 100

Complete Transaction Summary

This function is used to print a report including all payments and deposits in a date range. An example is shown on page 85. You will be asked to enter the following:

- DATE.....a range of dates

❶ **Select CHECK.**
Refer to "Printing Reports" on page 83.

```
[REPORT]
 1:ALL                ▼
```

❷ **Press (RETURN) when ALL is selected.**

```
[ALL/DATE]:
mm/dd/yy ~ mm/dd/yy
```

❸ **Type a start date and press (RETURN).**
Type an end date and press (RETURN).

```
[REPORT/ALL]
 REPO.FORMS IN?(Y/N)
```

The preset range is the entire date range of your payments/deposits. Pressing (RETURN) on one of the dates without retyping will enter that date.

❹ **If there are report forms in the cassette, type Y and press (RETURN) to start printing.**
If there are no report forms in the cassette, insert some, type Y, and press (RETURN).
Type N and press (RETURN) to cancel.

```
PRINTING ...
  [PRINT]KEY->STOP
```

```
[REPORT]
  1:ALL               ▼
```

The first display appears when printing starts.

The second display appears when you cancel or after printing is completed.

❺ **To interrupt printing, press (PRINT).**

```
PRINTING ...
STOP PRINTING?(Y/N)
```

Press (RETURN) to resume printing, or type Y and press (RETURN) to cancel printing. When you stop printing, the report form is ejected and the function is cancelled.

❻ **If the cassette becomes empty during printing, this message will appear.**
Insert report forms in the cassette and press any key to move to the next screen.

```
= CASSETTE EMPTY! =
    INSERT FORMS
```

```
 #02/03
  CONTINUE?(Y/N)
```

The second display appears automatically if no key is pressed for 5 seconds.

If you type N, you will be returned to step ❶ above.

ALL Report (example)

Date range | Date of the report | Page number

```
                                                    10/10/96      (PAGE 01/03)
  * DATE : 04/01/96   09/30/96

No.    /DATE     /PAYEE                /PAID AMOUNT/RECON/DEPOSIT    /BALANCE
-------------------------------------------------------------------------------
       04/01/96                                   *    $99,999.00   $99,999.00
10000  04/01/96  JOHN ADAMS              $3,000.00                   $96,999.00
10001  04/01/96  NANCY CARTER            $3,001.00  *                $93,998.00
10002  04/02/96  LISA DAVIS              $3,011.00  *                $90,987.00
10003  04/02/96  WILLIAM ESTER           $3,111.00  *                $87,876.00
10004  04/03/96  -- VOID --              $3,002.00                   $87,876.00
```

Data is sorted by date | Voided check | Reconciled transaction

Check History

This function is used to print a report including only payment by check. An example is shown on page 90. You can search by either one of the following criteria:

- PAYEE.....the beneficiary of the check
- DATE.....a range of dates
- CATEGORY.....the category of the goods or services purchased
- CHECK No. .....a range of check numbers
- AMOUNT.....a range of amounts
- VOID.....whether the check has been voided
- RECON.....whether the check has been reconciled
- TAX RELATED.....whether the check is tax related

1. **Select CHECK.**
   Refer to "Printing Reports" on page 83.

```
[REPORT]
 1:ALL                ▼
```

2. **Press ▼ once to display PAYMENT and press RETURN.**

```
[REPORT(PAYMENT)]
 1:CHECK              ▼
```

3. **Press RETURN to select payment by check.**

```
[REPORT(CHECK)]
 1:PAYEE              ▼
```

4 Use ▼ and ▲ to display the desired item.
You can also type the number for the operation (1 for PAYEE, 2 for DATE, etc.) to scan faster.

```
[REPORT(CHECK)]   ▲
 2:DATE           ▼
```

```
[REPORT(CHECK)]   ▲
 3:CATEGORY       ▼
```

```
[REPORT(CHECK)]   ▲
 4:CHECK No.      ▼
```

```
[REPORT(CHECK)]   ▲
 5:AMOUNT         ▼
```

```
[REPORT(CHECK)]   ▲
 6:VOID           ▼
```

```
[REPORT(CHECK)]   ▲
 7:RECON          ▼
```

```
[REPORT(CHECK)]   ▲
 8:TAX RELATED
```

5 To search by payees, press RETURN when the cursor is on PAYEE.
Use ▼ and ▲ to display the desired payee name. You can also type the first letter of the payee name to scan faster.

```
[CK/PAYEE]:       ▲▼
            ABC SHOP
```

```
[CK/PAYEE]:       ▲▼
            DEF MART
```

6 Press RETURN to confirm the payee name.

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

7 Type a start date and press RETURN.
Type an end date and press RETURN.

```
[REPORT(CHECK)]
 REPO.FORMS IN?(Y/N)
```

The above display allows you to check whether or not there is paper in the cassette and to start printing. Skip to step 27.

8 To search by dates, proceed as in steps 4 and 5, but press RETURN when the cursor is on DATE.

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

9 Type a start date and press RETURN.
Type an end date and press RETURN.

```
[REPORT(CHECK)]
 REPO.FORMS IN?(Y/N)
```

The preset range is the entire date range of your checks. Pressing RETURN *on one of the dates without retyping will enter that date.*

If you do not change the preset range, any check will match the criteria.

The above display allows you to check whether or not there is paper in the cassette and to start printing. Skip to step 27.

10 **To search by categories, proceed as in steps 4 and 5, but press RETURN when the cursor is on CATEGORY.**
Use ▼ and ▲ to display the desired category. You can also type the first letter of the category to scan faster.

```
[CK/CATEGORY]:      ▲▼
          AUTO(FUEL)
```

```
[CK/CATEGORY]:      ▲▼
          AUTO (LOAN)
```

11 **Press RETURN to confirm the category.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

12 **Type a start date and press RETURN.**
Type an end date and press RETURN.

```
[REPORT(CHECK)]
 REPO.FORMS IN?(Y/N)
```

The above display allows you to check whether or not there is paper in the cassette and to start printing. Skip to step 27.

13 **To search by check numbers, proceed as in steps 4 and 5, but press RETURN when the cursor is on CHECK No.**

```
[CK/CHECK No.]:
      #nnnnn~ #nnnnn
```

14 **Type a start number and press RETURN.**
Type an end number and press RETURN.

```
[REPORT(CHECK)]
 REPO.FORMS IN?(Y/N)
```

The preset range is the entire range of your check numbers. Pressing RETURN *on one of the numbers without retyping will enter that number.*

If you do not change the preset range, any check will match the criteria.

The above display allows you to check whether or not there is paper in the cassette and to start printing. Skip to step 27.

15 **To search by amounts, proceed as in steps 4 and 5, but press RETURN when the cursor is on AMOUNT.**

```
[CK/AMOUNT]:
$xx,xxx.xx~xx,xxx.xx
```

16 **Type a start amount and press RETURN. Type an end amount and press RETURN.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

The preset range is the entire range of your check amounts. Pressing RETURN on one of the amounts without retyping will enter that number.

If you do not change the preset range, any check will match the criteria.

17 **Type a start date and press RETURN. Type an end date and press RETURN.**

```
[REPORT(CHECK)]
 REPO.FORMS IN?(Y/N)
```

The above display allows you to check whether or not there is paper in the cassette and to start printing. Skip to step 27.

18 **To search for voided/not voided checks, proceed as in steps 4 and 5, but press RETURN when the cursor is on VOID.**

```
[CK/VOID]:
    VOIDED /UNVOIDED
```

19 **Use ◀ and ▶ to select VOIDED or UNVOIDED and press RETURN.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

20 **Type a start date and press RETURN. Type an end date and press RETURN.**

```
[REPORT(CHECK)]
 REPO.FORMS IN?(Y/N)
```

The above display allows you to check whether or not there is paper in the cassette and to start printing. Skip to step 27.

21 **To search for reconciled/not reconciled checks, proceed as in steps 3 and 4, but press RETURN when the cursor is on RECON.**

```
[CK/RECON]:          ▶
   RECON /NOT RECON
```

22 **Use ◀ and ▶ to select RECON or NOT RECON and press RETURN.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

23 **Type a start date and press RETURN. Type an end date and press RETURN.**

```
[REPORT(CHECK)]
 REPO.FORMS IN?(Y/N)
```

The above display allows you to check whether or not there is paper in the cassette and to start printing. Skip to step 27.

24 **To search for tax related/not tax related checks, proceed as in steps 3 and 4, but press RETURN when the cursor is on TAX RELATED.**

```
[CK/TAX RELATED]:  ▶
              Y/N
```

25 **Use ◀ and ▶ to select Y or N and press RETURN.**

```
[CK/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

26 **Type a start date and press RETURN. Type an end date and press RETURN.**

```
[REPORT(CHECK)]
 REPO.FORMS IN?(Y/N)
```

27 **If there are report forms in the cassette, type Y and press RETURN to start printing. If there are no report forms in the cassette, insert some, type Y, and and press RETURN. Type N and press RETURN to cancel.**

```
PRINTING ...
  [PRINT]KEY->STOP
```

```
[REPORT(CHECK)]
  1:PAYEE          ▼
```

The first display appears when printing starts.

The second display appears when you cancel or after printing is completed.

28 **To interrupt printing, press PRINT.**

```
PRINTING ...
STOP PRINTING?(Y/N)
```

Press RETURN to resume printing, or type Y and press RETURN to cancel printing. When you stop printing, the report form is ejected and the function is cancelled.

29 **If the cassette becomes empty during printing, the message will appear. Insert report forms in the cassette and press any key to move to the next screen.**

```
= CASSETTE EMPTY! =
   INSERT FORMS
```

```
 #02/03
  CONTINUE?(Y/N)
```

The second display appears automatically if no key is pressed for 5 seconds.

If you type N, you will be returned to step 3 on page 85.

CHECK Report (example)

Check No. range
(When searching by check number only)

Date of the report

Page number

```
                                                    10/10/96      (PAGE 01/03)
  ^ CHECK No. : #10000 - #10005

 No.   DATE        AMOUNT        PAYFE                CATEGORY            RECON  TAX
-- ---------- ---------- ---------------------- ---------------------- ------ ----
10000 04/01/96   $3,000.00  JOHN ADAMS            AUTO (FUEL)                  N
10001 04/01/96   $3,001.00  NANCY CARTER          AUTO (LOAN)            *     Y
10002 04/01/96   $3,011.00  LISA DAVIS            BANK CHARGE            *     N
10003 04/02/96   $3,111.00  WILLIAM ESTER         CABLE TV               *     Y
10004 04/03/96   $3,002.00  -- VOID --            BONUS                        Y
10005 04/02/96   $3,002.00  BARBARA FRANKLIN      CHARITY                *     Y
```

Data is sorted by date

Voided check

Reconciled check

Tax related check

Other Payments

Follow the steps below for printing a report for payments other than payments by check (ATM, BANK FEE, WITHDRAW, OTHERS). An example is shown on page 93. Since the procedure is basically the same for all these types of payment, only the ATM payment will be explained in detail.

You can search by either one of the following criteria:

- DATE.....a range of dates
- AMOUNT.....a range of amounts
- RECON.....whether the payment has been reconciled

1. **Select CHECK.**
   Refer to "Printing Reports" on page 83.

```
[REPORT]
  1:ALL                ▼
```

2. **Press ▼ once to display PAYMENT and press RETURN.**

```
[REPORT(PAYMENT)]
  1:CHECK              ▼
```

3. **Use ▼ and ▲ to display ATM and press RETURN.**

```
[REPORT(ATM)]
  1:DATE               ▼
```

4. **Use ▼ and ▲ to display the desired item.**
   You can also type the number for the operation (1 for DATE, 2 for AMOUNT, etc.) to scan faster.

```
[REPORT(ATM)]      ▲
 2.AMOUNT          ▼
```

```
[REPORT(ATM)]      ▲
 3.RECON
```

5. **To search by dates, press RETURN when the cursor is on DATE.**

```
[ATM/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

6. **Type a start date and press RETURN.**
   Type an end date and press RETURN.

```
[REPORT/ATM]
 REPO.FORMS IN?(Y/N)
```

The preset range is the entire date range of your ATM payments. Pressing RETURN on one of the dates without retyping will enter that date.

If you do not change the preset range, any ATM payment will match the criteria.

The above display allows you to check whether or not there is paper in the cassette and to start printing. See 13.

7. **To search by amounts, proceed as in steps 4 and 5, but press RETURN when the cursor is on AMOUNT.**

```
[ATM/AMOUNT]:
$x,xxx.xx~xx,xxx.xx
```

8. **Type a start amount and press RETURN.**
   Type an end amount and press RETURN.

```
[ATM/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

The preset range is the entire range of your ATM amounts. Pressing RETURN on one of the amounts without retyping will enter that number.

If you do not change the preset range, any ATM payment will match the criteria.

9. **Type a start date and press RETURN.**
   Type an end date and press RETURN.

```
[REPORT(ATM)]
 REPO.FORMS IN?(Y/N)
```

The above display allows you to check whether or not there is paper in the cassette and to start printing. See 13.

10. **To search for reconciled/not reconciled ATM payments, proceed as in steps 3 and 4, but press RETURN when the cursor is on RECON.**

```
[ATM/RECON]:
  RECON /NOT RECON
```

11. **Use ◀ and ▶ to select RECON or NOT RECON and press RETURN.**

```
[ATM/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

12. **Type a start date and press RETURN. Type an end date and press RETURN.**

```
[REPORT/ATM]
 REPO.FORMS IN?(Y/N)
```

13. **If there are report forms in the cassette, type Y and press RETURN to start printing. If there are no report forms in the cassette, insert some, type Y, and and press RETURN. Type N and press RETURN to cancel.**

```
PRINTING ...
  [PRINT]KEY->STOP
```

```
[REPORT(ATM)]
  1:DATE              ▼
```

The first display appears when printing starts.

The second display appears when you cancel or after printing is completed.

14. **To interrupt printing, press PRINT.**

```
PRINTING ...
STOP PRINTING?(Y/N)
```

Press RETURN to resume printing, or type Y and press RETURN to cancel printing. When you stop printing, the report form is ejected and the function is cancelled.

15. **If the cassette becomes empty during printing, this message will appear. Insert report forms in the cassette and press any key to move to the next screen.**

```
= CASSETTE EMPTY! =
  INSERT FORMS
```

```
 #02/03
  CONTINUE? (Y/N)
```

The second display appears automatically if no key is pressed for 5 seconds.

If you type N, you will be returned to step 3 on page 90.

ATM Report (example)

Date range

Date of the report

Page number

```
                                                    10/10/96      (PAGE 01/03)
 * DATE : 04/01/96 - 09/30/96

 DATE       AMOUNT       PAYMENT        RECON
 ------------------------------------------------------------------------------
 04/01/96      $100.00   ATM              *
 04/01/96       $90.00   ATM
 04/01/96       $80.00   ATM              *
 04/02/96      $150.00   ATM              *
 04/02/96      $100.00   ATM
 04/03/96      $100.00   ATM
```

Data is sorted by date

Reconciled transaction

Deposit History

Follow the steps below for printing a report for deposits. An example of a report is shown on page 95.

You can search by either one of the following criteria:

- DATE.....a range of dates
- AMOUNT.....a range of amounts
- RECON.....whether the payment has been reconciled

1. **Select CHECK.**
   Refer to "Printing Reports" on page 83.

```
[REPORT]
  1:ALL                ▼
```

2. **Press ▼ twice to display DEPOSIT and press RETURN.**

```
[REPORT(DEPOSIT)]
  1:DATE               ▼
```

3. **Use ▼ and ▲ to display the desired item.**
   You can also type the number for the operation (1 for DATE, 2 for AMOUNT, etc.) to scan faster.

```
[REPORT(DEPOSIT)]      ▲
  2:AMOUNT             ▼
```

```
[REPORT(DEPOSIT)]      ▲
  3:RECON
```

4. **To search by dates, press RETURN when the cursor is on DATE.**

```
[DEPOSIT/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

5. **Type a start date and press RETURN.**
Type an end date and press RETURN.

```
[REPORT/DEPOSIT]
 REPO.FORMS IN?(Y/N)
```

The preset range is the entire date range of your deposits. Pressing RETURN on one of the dates without retyping will enter that date.

If you do not change the preset range, any deposit will match the criteria.

The above display allows you to check whether or not there is paper in the cassette and to start printing. See 12.

6. **To search by amounts, proceed as in steps 3 and 4, but press RETURN when the cursor is on AMOUNT.**

```
[DEPOSIT/AMOUNT]:
$x,xxx.xx~xx,xxx.xx
```

7. **Type a start amount and press RETURN.**
Type an end amount and press RETURN.

```
[DEPOSIT/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

The preset range is the entire range of your deposit amounts. Pressing RETURN on one of the amounts without retyping will enter that number.

If you do not change the preset range, any deposit will match the criteria.

8. **Type a start date and press RETURN.**
Type an end date and press RETURN.

```
[REPORT/DEPOSIT]
 REPO.FORMS IN?(Y/N)
```

The above display allows you to check whether or not there is paper in the cassette and to start printing. See 12.

9. **To search for reconciled/not reconciled deposits, proceed as in steps 3 and 4, but press RETURN when the cursor is on RECON.**

```
[DEPOSIT/RECON]:
   RECON /NOT RECON
```

10. **Use ◀ and ▶ to select RECON or NOT RECON and press RETURN.**

```
[DEPOSIT/DATE]:
 mm/dd/yy ~ mm/dd/yy
```

11. **Type a start date and press RETURN.**
Type an end date and press RETURN.

```
[REPORT/DEPOSIT]
 REPO.FORMS IN?(Y/N)
```

12 **If there are report forms in the cassette, type Y and press RETURN to start printing. If there are no report forms in the cassette, insert some, type Y, and press RETURN. Type N and press RETURN to cancel.**

```
PRINTING ...
  [PRINT]KEY->STOP
```

```
[REPORT(DEPOSIT)]
  1:DATE              ▼
```

The first display appears when printing starts.

The second display appears when you cancel or after printing is completed.

13 **To interrupt printing, press PRINT.**

```
PRINTING ...
STOP PRINTING?(Y/N)
```

Press RETURN to resume printing, or type Y and press RETURN to cancel printing. When you stop printing, the report form is ejected and the function is cancelled.

14 **If the cassette becomes empty during printing, this message will appear. Insert paper in the cassette and press any key to move to the next screen.**

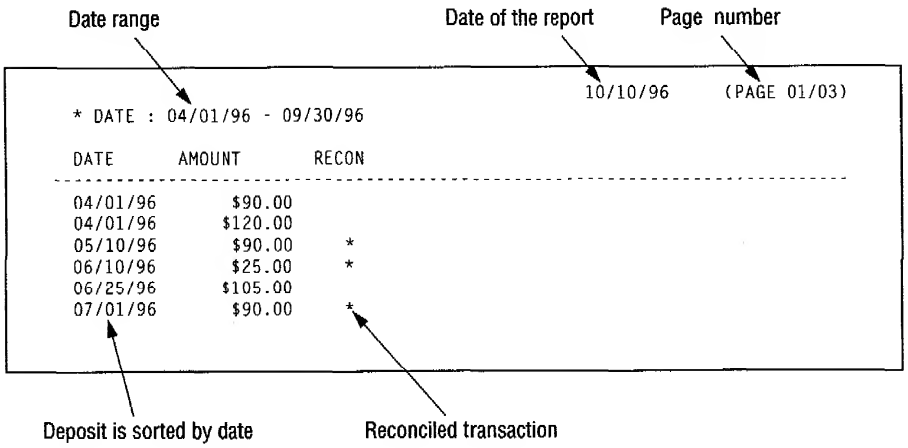
```
= CASSETTE EMPTY! =
  INSERT FORMS
```

```
#02/03
 CONTINUE? (Y/N)
```

The second display appears automatically if no key is pressed for 5 seconds.

If you type N, you will be returned to step **2** *on page 93.*

DEPOSIT Report (example)



Setup Report

This function is used to print a report listing all payments and deposits in a date range. An example is shown on page 97. You will be asked to enter the following:

- DATE.....a range of dates

❶ **Select SETUP.**
Refer to "Printing Reports" on page 83.

```
[SETUP KEY DATA]
 REPO.FORMS IN?(Y/N)
```

❷ **If there are report forms in the cassette, type Y and press (RETURN) to start printing.**
If there are no report forms in the cassette, insert some, type Y, and press (RETURN).
Type N and press (RETURN) to cancel.

```
PRINTING ...
  [PRINT]KEY->STOP
```

```
[FUNCTION/REPORT]  ▲
 2:[SETUP]KEY DATA ▼
```

The first display appears when printing starts.

The second display appears when you cancel or after printing is completed.

❸ **To interrupt printing, press (PRINT).**

```
PRINTING ...
STOP PRINTING?(Y/N)
```

Press (RETURN) to resume printing, or type Y and press (RETURN) to cancel printing. When you stop printing, the report form is ejected and the function is cancelled.

❹ **If the cassette becomes empty during printing, this message will appear.**
Insert report forms in the cassette and press any key to move to the next screen.

```
= CASSETTE EMPTY! =
   INSERT FORMS
```

```
 #02/03
  CONTINUE?(Y/N)
```

The second display appears automatically if no key is pressed for 5 seconds.

If you type N, you will be returned to step ❷ above.

SETUP Report (example – page 1)

```
* ACCOUNT [I]                                    10/10/96    (PAGE 01/04)

        > NAME                : ABC BANK
        > RUNNING BALANCE     :  $49,909.19
        > RECONCILED BALANCE  :  $18,467.72

* CHECK PRINT POSITION

        > DATE          : X = 086, Y = 025
        > PAYEE         : X = 030, Y = 020
        > AMOUNT        : X = 109, Y = 020
        > SPELL OUT     : X = 015, Y = 015
        > MEMO          : X = 080, Y = 000

* PRINT FORMAT
        > CONTRAST          NORMAL
        > FONT              STANDARD
```

SETUP Report (example – page 2)

```
* PAYEE LIST OF ACCOUNT [I]   ( 1 / 2 )        10/10/96    (PAGE 02/04)

              #00   JOHN ADAMS            #15   BRIAN JAMES
              #01   THOMAS BRADLEES       #16   JAMES JOHNSON
              #02   JOSEPH BROWN          #17   ALBERT JONES
              #03   NANCY CARTER          #18   GARY KRAMER
              #04   GEORGE COTY           #19   WALTER LARSON
              #05   LISA DAVIS            #20   SUSAN LOMBARDO
              #06   LAURA DRAKE           #21   FRANK MARTIN
              #07   WILLIAM ESTER         #22   JACK MENDILLO
              #08   BARBARA FRANKLIN      #23   EDWARD NAMINSKI
              #09   DORIS FARMER          #24   SEAN O'CONNOR
              #10   RICHARD GRANT         #25   WAYNE O'HARA
              #11   VICTORIA GREER        #26   DAVID PLOTNICK
              #12   JOHN HADLEY           #27   LORI QUAILS
              #13   MICHAEL HOWSER        #28   KIMBERLY SMITH
              #14   JEAN ISLANDER         #29   JOYCE TRAINER
```

SETUP Report (example – page 3)

```
* PAYEE LIST OF ACCOUNT [I]   ( 2 / 2 )          10/10/96    (PAGE 03/04)

          #30   JUDITH YATES          #45   JEAN ISLANDER
          #31   JOHN ADAMS            #46   BRIAN JAMES
          #32   THOMAS BRADLEES       #47   JAMES JOHNSON
          #33   JOSEPH BROWN          #48   ALBERT JONES
          #34   NANCY CARTER          #49   GARY KRAMER
          #35   GEORGE COTY           #50   WALTER LARSON
          #36   LISA DAVIS            #51   SUSAN LOMBARDOC
          #37   LAURA DRAKE           #52   FRANK MARTIN
          #38   WILLIAM ESTER         #53   JACK MENDILLO
          #39   BARBARA FRANKLIN      #54   EDWARD NAMINSKI
          #40   DORIS FARMER
          #41   RICHARD GRANT
          #42   VICTORIA GREER
          #43   JOHN HADLEY
          #44   MICHAEL HOWSER
```

SETUP Report (example – page 4)

```
* ADDITIONAL CATEGORY                            10/10/96    (PAGE 04/04)

   #01   PERS. EXPENSES        #16
   #02   MARRIAGE BILLS        #17
   #03   RENOVATION            #18
   #04   KIDS CAMP             #19
   #05   SAVINGS BONDS         #20
   #06
   #07
   #08
   #09
   #10
   #11
   #12
   #13
   #14
```

Payee Telephone Numbers

This function is used to print a list of payee names and telephone numbers.
Payee names entered with one-shot checks will not be printed.

1. **Select TEL No.**
   Refer to "Printing Reports" on page 83.

```
[TEL No.]
 REPO.FORMS IN?(Y/N)
```

2. **If there are report forms in the cassette, type Y and press RETURN to start printing.**
   If there are no report forms in the cassette, insert some, type Y, and press RETURN.
   Type N and press RETURN to cancel.

```
PRINTING ...
  [PRINT]KEY->STOP
```

```
[FUNCTION/REPORT]  ▲
 3:TEL No.         ▼
```

The first display appears when printing starts.

The second display appears when you cancel or after printing is completed.

3. **To interrupt printing, press PRINT.**

```
PRINTING ...
STOP PRINTING?(Y/N)
```

Press RETURN to resume printing, or type Y and press RETURN to cancel printing. When you stop printing, the report form is ejected and the function is cancelled.

4. **If the cassette becomes empty during printing, this message will appear.**
   Insert report forms in the cassette and press any key to move to the next screen.

```
= CASSETTE EMPTY! =
  INSERT FORMS
```

```
#02/03
 CONTINUE?(Y/N)
```

The second display appears automatically if no key is pressed for 5 seconds.

If you type N, you will be returned to step 2 above.

TEL No. Report (example – page 1)

```
* PAYEE TEL No. LIST OF ACCOUNT [I]
                                        10/10/96    (PAGE 01/02)

No.   PAYEE NAME              TEL No.
-----------------------------------------------------------------
00    JOHN ADAMS              111-555-3200
01    THOMAS BRADLEES         222-555-3201
02    JOSEPH BROWN            333-555-3202
03    NANCY CARTER            444-555-3203
```

Payee Names and Addresses

This function is used to print a list of payee names and addresses.
Payee names entered with one-shot checks will not be printed.

1. **Select NAME/ADDRESS.**
   Refer to "Printing Reports" on page 83.

```
[NAME ADDRESS]
 REPO.FORMS IN?(Y/N)
```

2. **If there are report forms in the cassette, type Y and press (RETURN) to start printing.**
   If there are no report forms in the cassette, insert some, type Y, and press (RETURN).
   Type N and press (RETURN) to cancel.

```
PRINTING ...
  [PRINT]KEY->STOP
```

```
[FUNCTION/REPORT]  ▲
 4:NAME/ADDRESS
```

The first display appears when printing starts.
The second display appears when you cancel or after printing is completed.

3. **To interrupt printing, press (PRINT).**

```
PRINTING ...
STOP PRINTING?(Y/N)
```

Press (RETURN) to resume printing, or type Y and press (RETURN) to cancel printing. When you stop printing, the report form is ejected and the function is cancelled.

4. **If the cassette becomes empty during printing, this message will appear.**
   Insert report forms in the cassette and press any key to move to the next screen.

```
= CASSETTE EMPTY! =
   INSERT FORMS
```

```
 #02/03
  CONTINUE?(Y/N)
```

The second display appears automatically if no key is pressed for 5 seconds.
If you type N, you will be returned to step 2 above.

NAME/ADDRESS Report (example – page 1)

```
      * ACCOUNT LI]                          10/10/96     (PAGE 01/05)
No.
00    JOHN ADAMS            PRESIDENT          ADAMS INC.
      34 VALLEY DRIVE
      MAINTOWN              N.J.               01001

01    THOMAS BRADLEES       MANAGER            BRADLESS INC.
      212 MEADOWS LANE
      SOMETOWN              N.Y.               02002

02    JOSEPH BROWN          COORDINATOR        BROWN CORPORATION
      600 PARK AVENUE
      NEWTOWN               TX                 03003

03    NANCY CARTER          ATTORNEY AT LAW    CARTER & CARTER
      127 MOUNTAIN AVENUE
      ANYCITY               CA                 04004
```

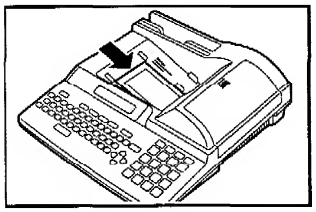
Printing Mailing Labels

The LABELS function allows you to use the payee data to print mailing labels automatically. An example is shown on page 103.

Feeding Mailing (Address) Labels

Mailing labels cannot be stacked into the paper cassette. You must feed them manually.

> ⚠ *Caution:*
> ***Do not strip off the back of the labels before feeding. The label would stick inside the printer unit and the machine might need to be serviced.***
> ***Use only the recommended labels (CW-AL20).***



Remove the paper cassette and insert the label following the directions written on the machine itself concerning feeding mailing labels. These instructions read:
CAUTION
When printing an address label, insert the label sheet until you feel the resistance by the roller.

To Print:

1. **Press [FUNCTION] and select LABELS. See "Choosing an Operation" on page 82.**

```
[LABELS/PAYEE]:      ▼
            ABC SHOP
```

2. **Use [▼] and [▲] to display the desired payee name.**
   You can also type the first letter of a name to scan faster.

```
[LABELS/PAYEE]:     ▲▼
            DEF MART
```

```
[LABELS/PAYEE]:     ▲▼
           GHI STORE
```

3. **To select a payee for printing, press (SPACE). An asterisk will appear. To cancel a selection, press (SPACE) again to remove the asterisk.**

```
[LABELS/PAYEE]: * ▲▼
          GHI STORE
```

4. **Repeat steps 2 and 3 to mark all the payees you want to print and press (RETURN).**

```
MAILING LABEL
        SET? (Y/N)
```

5. **If a mailing label is set up, press (RETURN) to start printing.**
   Otherwise, load a mailing label, and press (RETURN).
   Type N and press (RETURN) to cancel.

```
PRINTING ...
 [PRINT]KEY->STOP
```

```
[FUNCTION]        ▲
 2:LABELS         ▼
```

See next page for more details about the format of the mailing labels.

The first display appears when printing starts.

The second display appears when you cancel or after printing is completed.

6. **To interrupt printing, press (PRINT).**

```
PRINTING ...
STOP PRINTING?(Y/N)
```

Press (RETURN) to resume printing, or type Y and press (RETURN) to cancel printing. When you stop printing, the mailing label is ejected and the function is cancelled.

7. **When there is no label paper, this message appears.**
   Manually feed a label and press any key to move to the next screen (the next screen will also appear after 5 seconds if you don't press any key).

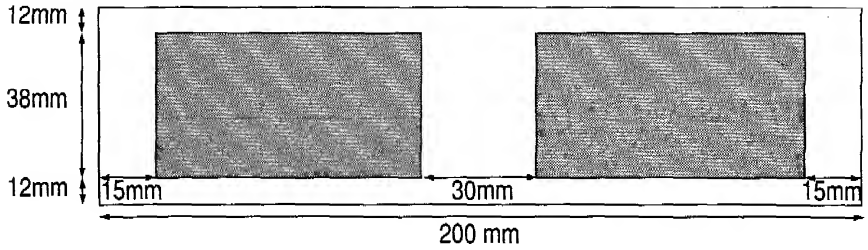
```
-PAPER EMPTY!-
  INSERT LABEL
```

```
  CONTINUE? (Y/N)
```

The second display appears automatically if no key is pressed for 5 seconds.

If you type N, you will be returned to step 5 above.

Labels are available in the following format:



The following items can be printed (See "Entering Your Payees" on page 30.):

NAME
TITLE
COMPANY
ADDRESS1
ADDRESS2
CITY
STATE
ZIP
(TEL No. cannot be printed)

Here are two examples of address layouts:

```
JOHN ADAMS
A34 VALLEY DRIVE
MAINTOWN. N.J. 01001
```

Blank fields (TITLE, COMPANY, ADDRESS2) are skipped.

```
JOHN ADAMS
PRESIDENT
JO. Corp.
200 COTTONTAIL
LONGNAMETOWN,
N.J. 01001
```

When the length of CITY + STATE + ZIP exceeds 20 characters, the data is printed on two lines.

Financial Calculations(CW-1000 only)

Monthly Loan Payment Amounts

The AMORTIZE function calculates the monthly payment of a loan. An example is shown on page 105.

You will have to enter the following data:

- AMOUNT .....the amount of the loan
- INTEREST RATE .....the interest rate
- # OF YEARS .....the number of year
- # OF PERIODS .....the number of periods

1. **Press (FUNCTION) and select AMORTIZE.**
   See "Choosing an Operation" on page 82.

```
[AMORTIZE] AMOUNT:
     $
```

2. **Type in the amount and press (RETURN).**

```
[AMORTIZE]
INTEREST RATE:  0.00%
```

3. **Type in the interest rate in percents and press (RETURN).**

```
[AMORTIZE]
 # OF YEARS:  0
```

4. **Type in the number of years and press (RETURN). The display shows the number of periods (payments).**

```
[AMORTIZE]
 # OF PERIODS: xxx
```

5. **If necessary, type in the number of periods and press (RETURN).**

```
[AMORTIZE]
    =$xx,xxx.xx
```

The above display show the amount of the monthly repayments.

6. **Press (RETURN).**

```
 PRINT OUT?
            (Y/N)
```

7. **Type Y and press (RETURN) to start printing or type N and press (RETURN) to cancel.**

6

Printing and Other Functions

Monthly Loan Payment Amounts (example)

```
[ AMORTIZATION FUNCTION ]

* Amount to be Financed                  :   $106,000.00
* Annual Interest Rate                   :          9.00 (%)
* Number of Financing periods (Year)     :            30
* Total Number of Periods (month)        :           360
-------------------------------------------------------------
* Monthly Payment                        :       $852.89
```

Investment Interest Simulation

The INVEST function calculates the result of an investment. An example is shown on page 106.

You will have to enter the following data:

- ANNUAL/MONTHLY ..... the kind of interest compounding
- AMOUNT ..... the base amount invested
- INTEREST RATE ..... the interest rate
- # OF YEARS (MONTHS) ..... the number of years or months

1. **Press FUNCTION and select INVEST. See "Choosing an Operation" on page 82.**

```
[INVEST]
 ANNUAL/MONTHLY
```

2. **Use ◄ and ► to select ANNUAL or MONTHLY.**

```
[INVEST]   AMOUNT:
      $
```

3. **Type the amount and press RETURN.**

```
[INVEST]
INTEREST RATE:0.00%
```

4. **Type in the interest rate in percents and press RETURN.**

```
[INVEST]
 # OF YEARS:0
```

```
[INVEST]
 # OF MONTHS:0
```

The first display appears when you select ANNUAL in step 2.

The second display appears when you select MONTHLY in step 2.

5. **Type in the number of years or months and press RETURN.**

```
[INVEST]
    =$xx,xxx.xx
```

The above display show the total amount after the specified period.

6. **Press RETURN.**

```
PRINT OUT?
            (Y/N)
```

7. **Type Y and press RETURN to start printing or type N and press RETURN to cancel.**

Investment (example – annual compounding)

```
[ INVEST FUNCTION ]

ANNUAL COMPOUNDING OF INTEREST

* Amount to invest  :     $1,000.00
* Interest Rate     :          9.00 (%)
* Number of years   :             3
-------------------------------------
                         $1,295.02
```

Investment (example – monthly compounding)

```
[ INVEST FUNCTION ]

MONTHLY COMPOUNDING OF INTEREST

* Amount to invest  :     $1,000.00
* Interest Rate     :          9.00 (%)
* Number of months  :            36
-------------------------------------
                         $1,308.64
```

Chapter 7

Using the Calculator

Turning the Calculator On/Off

1. **Press [CALC] to start the calculator mode.**

   0.

   The calculator can be started without entering a password, at any time, except when the CheckWriter is waiting for input.

2. **Press any function key to switch the calculator off.**

   The display in which you turned the calculator on will reappear.

   If you come back to the calculator mode later, the display will show the same value as when you exited the calculator.

Operating the Calculator

1. **Press [1] [2] [3].**

   123.

2. **Press [+].**

   123. +

3. **Press [4] [5] [6].**

   456. +

4. **Press [=].**

   579.

Try again, pressing [−], [×] or [÷] in step 2.

If you make a mistake, press [CAN/C] to clear the display and the memory.

About Calculator Precision

1. **Press [2].**

   2.

2. **Press [÷].**

   2. ÷

3. **Press 3.**

```
                3.   ÷
```

4. **Press =.**

```
        0.666666666
```

A maximum of 10 digits can be displayed. In the above example, the value 1/3 is truncated at the 9th decimal digit (1 digit for the integer part + 9 decimal digits = a total of 10 digits.

Display Overflow

1. **Press 9 10 times.**

```
 9,999,999,999.
```

2. **Press +.**

```
 9,999,999,999.  +
```

3. **Press 1.**

```
                1.  +
```

4. **Press =.**

```
            -E-
```

A maximum of 10 digits can be displayed. The result of the above operation is 10,000,000,000 (11 digits). This number is too big, and the error symbol E appears.

Additive Memory

Each time you press M+, the value currently displayed is added to the contents of the memory.

1. **Press CM to clear the memory.**

```
                0.
```

2. **Press 1 2 3.**

```
              123.
```

3. **Press ×.**

```
              123.  ×
```

4. Press [4].

```
                4.  ×
```

5. Press [−].

```
              492.
```

6. Press [M+].

```
[MEM]
              492.
```

7. Press [4] [5] [6].

```
[MEM]
              456.
```

8. Press [×].

```
[MEM]
              456.  ×
```

9. Press [2].

```
[MEM]
                2.  ×
```

10. Press [−].

```
[MEM]
              912.
```

11. Press [M+].

```
[MEM]
              912.
```

12. Press [MR].

```
[MEM]
            1,404.
```

A value remains in the memory until you press [OK], [CANCEL], or turn the power off. If you store a value into the memory and exit calculator mode, then come back to the calculator mode later, the value will still be in the memory.

Appendix

Error Messages

= MEMORY FULL = PRESS ANY KEY	The area of the memory where your transaction records are kept is full. **Press any key to exit and delete some data to make room in the memory.**
-- WARNING !! -- BATTERY NEAR EMPTY	The lithium battery is almost empty. The machine can still be used and the data is still protected when the power is switched off. **Change the battery as soon as possible. Battery type: CR2032**
-- ALARM !! -- BATTERY EMPTY	The lithium battery is empty. The machine can still be used, but the data will be lost if you switch the power off. **Keep the power on (disable the auto power off function) and change the battery as soon as possible. Battery type: CR2032**
PLEASE SYSTEM RESET	This message appears when the machine is switched on the first time, or when the unit has been left without a lithium battery for more than 10 minutes. **Reset the system (this will delete all data.) See "Resetting the System" on page 44.**
JAM ERROR !! PRESS ANY KEY	Paper is jammed. **Proceed as explaned on page 115.**
POWER ERROR !! (E-20)	Power failure or problems with the AC adapter. **Check the power supply connections. Turn the power off, then on again. If the problem cannot be corrected, consult with your dealer.**
ERROR !! (E-xx)	If this message appears, or if the program stalls and two or three LED are on simultaneously, switch the power off and on again. **If the message stays on, consult with your dealer.**

```
#xxxxx
    PRINT AREA OVER
```

Data cannot fit in the print area.
Press any key to move to the next screen.
If you are printing checks using PRINT:
The Chech No. range input screen appears.
If you are printing checks using CHECK:
The Check No. input screen appears.
If you are printing a report:
The REPORT FORM IN? screen appears.
If you are printing a label:
The PRINT OUT? screen appears.
When one of these screens appears, make sure that the check, report form, or label is not smaller than the specified size. (In particular, when printing checks, make sure you did not load personal checks instead of business checks.) If the size is incorrect, load paper of the correct size and try to print again.
If you are printing checks and the size of the loaded checks is correct, press CAN/C and go to the SETUP mode to check and adjust the X position of each item, then try to print again.

```
#xxxxx
      "DATE" TOO LONG
```

```
#xxxxx
     "PAYEE" TOO LONG
```

```
#xxxxx
    "AMOUNT" TOO LONG
```

```
#xxxxx
"SPELLOUT" TOO LONG
```

```
#xxxxx
      "MEMO" TOO LONG
```

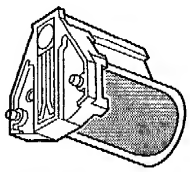
One of the following messages may appear before printing a check. It means that the printing area for the indicated item is too short.
Press any key to continue.
If you are printing checks using PRINT:
The Check No. range input screen appears.
If you are printing checks using CHECK:
The Check No. input screen appears.
When one of these screens appears, press CAN/C and go to the SETUP mode to check and increase the width of the printing area for the item by reducing the value of X. Then try to print again.

Troubleshooting

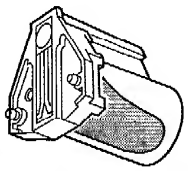
Your unit has been precision-manufactured to give you years of trouble-free use. In the rare case that trouble does happen, you will probably be able to find the solution in the table below. If you can not, please do not attempt to repair the machine yourself. Instead, contact your dealer.

NOTE: Make sure to turn the power off before applying any remedy.

Trouble	Remedy
Nothing works after the machine has been switched on.	• Check that the power cord is plugged in. • Check that the AC adapter is the correct type. • Check the LCD contrast. See "Adjusting the LCD (display) Contrast" on page 39.
Printout is impossible or difficult to read.	• Check that the ink cartridge is installed correctly. • Clean the ink cartridge. See "Cleaning the Print Head" on page 116. • Check to see if the ink cartridge is empty (refer to the illustration below). If necessary, change the ink cartridge.
White horizontal lines appear in the printed text.	• Pull the cartridge release lever toward you and push it in again. • Clean the ink cartridge. See "Cleaning the Print Head" on page 116.
Paper jams.	• Remove the jammed paper. • Check the amount of paper in the cassette. See "Setting Up Report or Check Paper" on page 15.
All seems normal after the machine has been switched on, but the display is difficult to read.	• Adjust the LCD contrast. See "Adjusting the LCD (display) Contrast" on page 39.



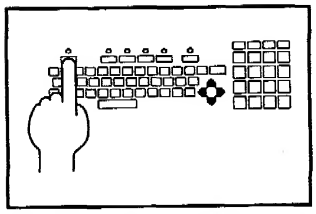
New cartridge



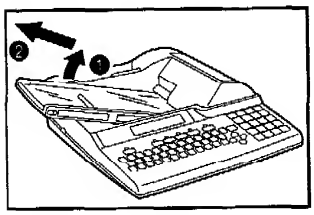
Empty cartridge

Paper Jam

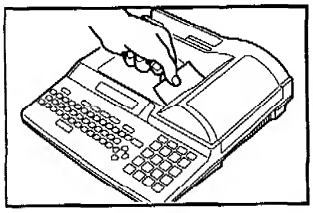
If a paper jam occurs, proceed as follows:



❶ **Switch the power off.**



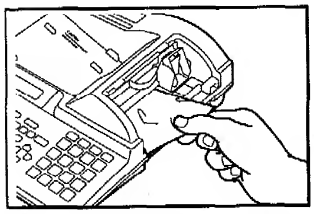
❷ **Remove the paper cassette.**



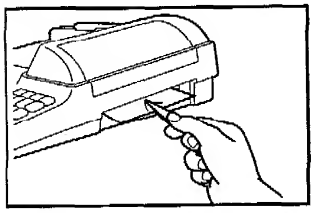
❸ ***If the paper end can be seen from the ejection side, switch the power on. If this ejects the paper, skip to step ❹; if not, skip to step ❺.***

If the paper end cannot be seen from the ejection side, pull it out slowly from the cassette side.

Reinstall the cassette and try printing again.



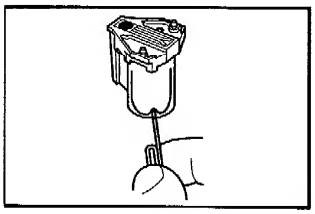
❹ **If the paper is ejected in step ❸, switch the power off, remove the ink cartridge, and eliminate any remaining pieces of paper. Reinstall the ink cartridge and cassette and try printing again.**



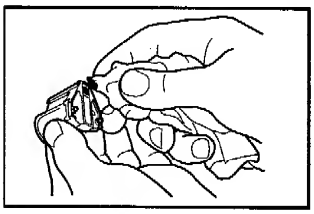
❺ **If the paper is not ejected in step ❸, switch the power off and extract the paper little by little using tweezers or another suitable tool. Reinstall the cassette and try printing again.**

Periodic Cleaning of Your Machine

Cleaning the Print Head

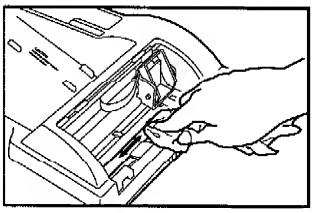


1. To prime the cartridge, push the bladder with a paper clip until ink fully coats the silver plate.



2. If the printout is not neat or is dirty, clean the print head. Remove it and wipe it carefully with a dry tissue.

Cleaning the Platen



If the platen is stained with ink, wipe the ink off with a soft cloth or tissue paper.

Specifications

Display	*LCD, 2 rows × 20 characters, 7 (vertical) × 5 (horizontal) pixels* Software-adjustable contrast (returns to default when the contrast setup function is activated)
Indicators	LED (POWER, CHECK, CALC, SETUP, FUNCTION, PRINT)
Keyboard	69 keys Auto repeat function
Printer Print Method Max. number of dots Printing direction Paper Size Print head Print head nozzle pitch Print head capacity Font Types	Built-in ink jet printer Vertical column-type ink jet printing 270 dots/line Bi-directional shortest-distance prinitng (character printing only) Personal and business size checks, special report paper, and mailing labels Brother IN-60 or Hewlett-Packard Plain paper ink-jet cartridge (51604A) 1/96 inch Approx. 500,000 chr. / cartridge in light print mode Approx. 160,000 chr. / cartridge in normal print mode Standard, italic
Paper cassette Paper quality and size *Total paper height* Paper orientation Scale markings	 Use only paper specified on page 118 *3 mm max.* Printing on side facing up 1/16"
Memory ROM RAM	 64 KB 64 KB
General AC Adapter Backup battery Weight Dimensions	 IN: AC 120 V, 60 Hz OUT: DC 7 V, 1.2 A CW-20 or AD-30 (for auxiliary use) Coin-type lithium primary cell CR2032 Nominal voltage:DC 3V Nominal capacity: 220 mAh Life time: approx. 1 year (depending upon usage and temperature conditions) 3.31 lbs (not including the AC-Adapter) 1.50 kg 260 mm (W) x 270 mm (D) x 90 mm (H) 10.24" (W) x 10.63" (D) x 3.54" (H)
Environmental conditions *Main unit* Print head	 *Temperature: 10 ~ 35°C* Humidity: 10 ~ 80% (with no condensation) Period of warranty (after opening): 6 months at 23°C Period of warranty (closed): 18 months at 23°C Storage in original package: Temperature: -10 ~ 35°C Humidity: 10 ~ 95% (with no condensation)

Paper Specifications

	Width	Length	Thickness
Check (cassette feed)	69.9 ~ 86.4 mm (2.75 ~ 3.4")	152.4 ~ 219.7 mm (6 ~ 8.65")	0.09 ~ 0.11 mm
Report paper (cassette feed)	86.4 mm (3.4")	219.7 mm (8.65")	0.09 ~ 0.11 mm
Label (manual feed)	62 mm (2.44")	200 mm (7.9")	0.14 ~ 0.15 mm (including peel-off backing)

Checks: you can use personal and business checks.
Report paper: purchase from your dealer (CW-RP25).
Mailing labels: purchase from your dealer (CW-AL20).

⚠ *Caution:*
The following precautions apply to labels purchased from your dealer as well as from other sources:
Curling can result from the characteristics of the paper and handling conditions. Before feeding labels, put a stack of labels approximately 50 mm thick on your desk and check that it lays flat (the gap between any portion of the label and the desk surface should be less than 1 mm). If labels are curled, they must be straightened before feeding.
To avoid damaging the edge of the paper, handle labels in stacks of less than 200 sheets.
Store your labels horizontally, in stacks of less than 1000 sheets, on a flat surface slightly larger than the sheets to prevent curling. Even pressure should be applied to the entire surface, and the storage location should well ventilated and protected from direct sunlight and other sources of heat.

Optional Accessories

Obtain all your accessories from your Brother dealer. Brother cannot be held responsible for troubles caused by the use of unauthorized supplies.

Stock No.	Description	Quantity/ Package	Price
IN-60	Ink-jet cartridge (print head)	1	$24.95
CW-RP25	Report papers	25	$ 6.95
CW-AL20	Mailing labels	20	$ 5.95
CW-BN1	Binder for report papers	1	$14.95
AD-30	AC Adapter for P-Touch and CheckWriter	1	$21.95
CW-PC1	Paper cassette	1	$24.95

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ACCESSORY ORDER FORM

Dear Customer:
Please use this order form when ordering accessories for your CheckWriter.
To charge your order on Visa or Master Card, call TOLL FREE 1-800-284-4357,
or fax the completed order form to 1-901-373-6213.

Stock No.	Description	Price	Quantity	Total
Sub Total				
CA, CT, FL, GA, IL, LA, MA, MI, MN, NJ, NY, NC, SC, TN, TX, VA Residents-Add Applicable Sales Tax				
Shipping/Handling				$3.00
TOTAL				

SHIPPING LABEL	METHOD OF PAYMENT
Brother International Corporation Consumer Products Division P.O.Box 341332, BARTLETT, TN 38184-1332 (Please Type or Print Clearly) **Name** **Address** **City** **State/Zip**	(CHECK ONE) ☐ CHECK OR MONEY ORDER ENCLOSED Please charge my: ☐ VISA ☐ MASTER CARD $15.00 minimum for credit card orders (Sorry, no C.O.D.'s) Account number: **Expiration Date** **Signature** **Daytime phone# ( )**

Prices Subject To Change Without Notice
* For orders shipped outside of the continental United states, please add $10.00.

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Shipping/Handling				$3.00
TOTAL				

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